



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

APC JOB OPPORTUNITY

Director, Atlantic indigenous Economic Development Integrated Research Program (AIEDIRP)

Full time position until March 31, 2022 (with possibility of extension)

The Atlantic Indigenous Economic Development Integrated Research Program (AIEDIRP) is a partnership between the member communities of the Atlantic Policy Congress of First Nation Chiefs, the Inuit of Labrador, fifteen Atlantic universities and three government funders, both federal and provincial. The main purpose of the AIEDIRP is to improve the knowledge base concerning Atlantic Indigenous economic development in order to improve the lives of the Indigenous people in the region. The AIEDIRP is grounded in the recognition that a high-quality knowledge base is essential for strategic planning and growth in Indigenous economic development.

AIEDIRP's main objectives:

- Reimagine and resource the research enterprise to advance responsive, community driven research priorities focused on creating lasting value in Indigenous Communities throughout the Atlantic Region.
- Undertake research initiatives that address the most compelling issues of our time while strengthening Community capacity and ownership of the results.
- Collaborate with research partners to support the development and nurturing of a cohort of Indigenous researchers who can be a resource to their communities, to Indigenous research and to Indigenous organizations.
- Expand and strengthen partnerships with university collaborators, governments, funders and philanthropic organizations leading to enhanced influence in public policy development and helping to support meaningful and impactful reconciliation, including within the Academy

POSITION OVERVIEW

The Director occupies a leadership role and is responsible for program planning and organization, the supervision of staff, and achievement of overall objectives and activities of the AIEDIRP as directed by the Executive Director.

The Director has primary responsibility for coordination of all aspects of AIEDIRP and, in collaboration with the Steering Committee and Research Sub-committee, implementation of the new strategic plan and vision.

RESPONSIBILITIES

The Director will be an employee of the Atlantic Policy Congress of First Nation Chiefs, reporting to the APC Executive Director and a Steering Committee composed of representatives of the constituencies mentioned above. The staff member will:

- work with the Steering Committee, Research Subcommittee, Indigenous communities and organizations, universities and governments in the identification and implementation of the integrated research program;
- oversee all aspects of research projects with committee input to ensure their success at each stage of the research process;
- coordinate the establishment of research teams with the input of the research subcommittee;
- assist in getting research proposals to the final stage;
- develop and implement a communication strategy for information sharing and dissemination of AIEDIRP project results to all stakeholders;
- with the assistance of other staff, plan, organize and facilitate workshops and conferences as appropriate for AIEDIRP stakeholders;
- maintain and expand ASK-ECDEV internet database on Indigenous economic development;
- take steps to increase research capacity in Indigenous economic development within Atlantic Indigenous communities and post-secondary institution;.
- Support the work of the Atlantic Association of Universities Indigenous PSE Committee.

This is a senior position that requires creativity and excellent leadership, interpersonal, research and computer skills.

EXPERIENCE AND QUALIFICATIONS

- A university degree at the Master's level or above in a field of study related to research or economic development. Other relevant fields of study may be considered, as will comprehensive knowledge and experience working with Indigenous communities;
- Extensive knowledge/experience in academic research with demonstrated expertise in participatory methods, preferably within Indigenous community settings;
- Knowledge/experience in the field of Indigenous economic development;
- Excellent verbal and written communication skills;
- Proven ability to effectively manage multiple projects/workplans and priorities;
- Highly developed interpersonal skills and the ability to work with diverse groups to achieve results;
- Sound judgment and strong decision-making abilities;
- A valid driver's license, a reliable vehicle and be willing travel extensively throughout the region, as required.

Salary: Depending on qualifications and experience (within APC salary grid).

Location: APC Head Office in Cole Harbour, Dartmouth, Nova Scotia.

Start date: As soon as possible – March 31st, 2022 (With the possibility of renewal)

Closing date: **November 10, 2021 at 4:30 p.m. Atlantic Standard Time**

If you are interested and qualified and want to become part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition #2021-10-01** in the cover letter and email.
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

Email address: hr@apcfnc.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, NS. No interview or relocation costs will be provided. No phone calls please **emails only**. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted.