



ATLANTIC POLICY CONGRESS  
OF FIRST NATIONS CHIEFS SECRETARIAT

**APC Employment Opportunity**  
***Regional Climate Change Coordinator***

**Full Time Term Position until March 31, 2023**  
**(With a possibility of extension)**

**Description:** Atlantic Policy Congress of First Nations Chiefs Secretariat is seeking an individual with experience in communications and climate change knowledge to serve as a regional Climate Change Coordinator.

Reporting to the Director of Fisheries and Integrated Resources, the APC Regional Climate Change Coordinator will serve as a regional contact for national climate change adaptation and mitigation portfolios held by the Assembly of First Nations. The Coordinator will provide support to the APC to enable networking, research, communications, partnerships, strategic planning and program implementation.

Ideally, you have a post-secondary degree or diploma with relevance/experience in environmental science, climate change (adaptation, mitigation, and clean technology), environmental health, natural resource management or equivalent combination of education and equivalent in Canada. You bring a good understanding of First Nations governance as it relates to the Atlantic and Gaspé region. You will have knowledge and understanding and issues of gathering and use of Indigenous traditional knowledge (ITK). Through your experience, you are familiar with challenges posed by climate change in the Atlantic and Gaspé region.

On a personal level, you have well-developed communication skills (oral and written) and the ability to produce written communication material for briefing notes, reports, newsletters, meetings, and the website. You will have the ability to learn basic web-editing, graphics, MSOffice other digital communication tools. You are able to prioritize workloads and have experience with strategic planning. You will work in a team environment with both APC staff and partners from other tribal organizations and communities. Frequent travel within Atlantic and Gaspé region and occasional travel at a national level is required for this position.

A full position description is available upon request.

**Experience:**

1. Ideally, applicants will have at least 3 years of experience working for a First Nation community or organization.
2. Applicants will have relevant experience working within a commercial fishery policy context and/or the commercial resource sector environment.

**Abilities & Skills:**

- Ability to travel, a valid driver's license and a reliable vehicle.
- Demonstrated proficiency in computer software including MS Word, MS PowerPoint, MS Excel, MS Outlook, etc along with ability to learn website editing and graphics editing.
- Knowledge of First Nation communities and organizations in the Atlantic and Gaspé region.
- Strong organization, communication, time management and writing skills.
- Strong office management/administration skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

**Salary:** \$50,000-\$60,000 - Dependent on qualifications and experience.

**Location:** Cole Harbour, Dartmouth, Nova Scotia

**Start date:** As soon as possible

**Closing date:** **Wednesday, August 24, 2022 at 12:00 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 #2022-07-02** 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@apcfn.ca](mailto:hr@apcfn.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.