



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

**APC Employment Opportunity
Policy Analyst (Housing)**

(Full Time Term Position until March 31st, 2021) *With possibility of renewal.*

Position Overview: The successful applicant will work collaboratively with all First Nations leaders and staff on all aspects of Housing in Atlantic Region, establish & maintain a Chiefs committee and a Atlantic First Nations Housing Network as well as other priority housing initiatives.

The individual will also be responsible for building effective relationships and networks with all First Nations, Tribal organizations, and the Assembly of First Nations and Federal/Provincial Governments to identify issues, concerns & gaps in current programs and funding frameworks or development of new strategies, programs, policies pertaining to all aspects of First Nation Housing.

Who Can Apply: Applicants should possess a relevant post-secondary Degree from a recognized post-secondary institution. A combination of comparable, relevant, and recent education and experience will also be considered.

Experience: Applicants must have at least 1-3 years recent experience working with First Nations, preferably in housing and/or infrastructure, policy research and development and/or statistics. Applicants must also have a thorough understanding of First Nation housing issues, legislation/regulations) programs and services.

Essential Functions and Duties

1. To identify and communicate on various concerns related to First Nations housing needs including capacity development;
2. To identify and communicate key issues or concerns of First Nations on Housing;
3. Research, and provide accurate and timely advice to FN leaders on various Federal Housing policy issues facing Atlantic First Nation communities and develop alternatives or options as required and work on activities assigned under the by Atlantic Chiefs;
4. Organize and coordinate meetings with all stakeholders and First Nation leaders and experts;
5. Develop monthly and weekly updates on key activities and results achieved on various Housing initiatives;
6. Research, analyze and develop innovative ideas on Housing programing & activities for the Atlantic Region;
7. Liaise with First Nation Councils/Tribal Organizations and all key Housing staff;
8. Provide briefing updates to the Executive Director and or Chiefs at various meetings, workshops and conferences etc.
9. Work collaboratively with Federal and Provincial Departments on Housing to address key issues and priorities;
10. Liaison & work with the AFN on the national approach on Housing;
11. Ensure APC website and social media are up to date with timely information;

12. Ensure all Housing documents are recorded in central filing system;
13. Coordinate all required committee meetings, workshops, or conferences of the Atlantic First Nations Housing Chiefs Committee and Network;
14. Other related duties as required.

Abilities & Skills:

- Valid driver's license and reliable vehicle.
- Demonstrated proficiency in computer software such as Microsoft Word, PowerPoint, Excel, Email, Outlook, browsers, social media platforms, etc.
- Knowledge of First Nation communities and organizations in the region.
- Strong organization, communication, time management and writing skills.
- Strong office management skills.
- Demonstrated ability to work independently and in a team setting.
- The ability to speak and understand Mi'kmaw, Maliseet or Innu languages is considered an asset.

Salary: **Depending on qualifications and experience**

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

Start date: As soon as possible

If you are interested, qualified and would like to be 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 #2020-09-01 on the cover letter and in the subject line of your email**);
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** in word or PDF format by **4:30 p.m. (Atlantic Standard Time) on October 2, 2020.**

Email address: hr@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. 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. No phone calls please. No interview or relocation costs will be provided.