



ALLIANCE OF BC MODERN TREATY NATIONS EMPLOYMENT OPPORTUNITY **POLICY ANALYST**

Who we are:

The Alliance of BC Modern Treaty Nations collaborates to advance and advocate for shared interests related to modern treaty implementation in British Columbia. The Alliance currently comprises all eight Modern Treaty Nations in BC.

Established in July 2018, the Alliance addresses the specific needs of BC's Modern Treaty Nations by working primarily with the Provincial government on policy and legislative initiatives. While the Canada-wide Land Claims Agreement Coalition advocates for improved treaty implementation at the federal level, BC's modern treaty nations required a platform for unified advocacy at the provincial level. As a new organization, operating in a changing political landscape, the Alliance is growing in size and ability to advance and advocate even more effectively.

About the Role

Reporting to the Executive Director and collaborating with the coordinator, you will be at the forefront of our policy development efforts. Your days will be filled with analyzing the impact of provincial policies on modern treaty rights, participating in the co-development of policy and legislative initiatives, facilitating working groups, writing briefing notes, creating presentation materials, and supporting the Executive Director with the operationalization of Alliance goals.

You will also support Alliance initiatives by providing coordination support as needed. This includes communicating with partners, file management, detailed meeting notetaking, drafting correspondence, and planning logistics for meetings and events.

While most of your work will be remote, you will be living in BC, and travel occasionally to Vancouver, Victoria, or Modern Treaty Nation territories for in-person meetings and events. As a part of our new and growing organization, you will also help shape our internal structures and operations.

If you are ready to make a meaningful impact and be part of an exciting journey, we would love to hear from you!

Who You Are

You are passionate about advocating for the self-determination of Indigenous Peoples, as demonstrated by your past experiences and results. Renowned for your ability to build relationships and maintain trust, you thrive in a collaborative team environment, but work well independently.

Your clear communication, attention to detail, organizational skills, and responsiveness are exemplary. A highly motivated self-starter with an entrepreneurial mindset, you are creative and innovative, always seeking fresh approaches. You see barriers and obstacles as challenges to overcome eagerly.

You are a detail-oriented individual with a passion for drafting high-level policy and government documents. Your meticulous approach to work ensures that every policy, guideline, and piece of communication you produce is precise, clear, and impactful. You thrive on transforming complex information into well-structured, actionable materials that drive meaningful change. With a keen eye for detail and a proactive attitude, you are eager to contribute to the development of policies and documents that shape the future. Your enthusiasm for working with high-level government materials and your commitment to accuracy and clarity make you an ideal candidate for this role.

What You Will Do

Policy Analysis

- Conduct research and provide recommendations on the impact of provincial policies on modern treaty rights.
- Work with Modern Treaty Nation representatives to develop feedback and alternative approaches for provincial partners.
- Support collaborative working groups in co-developing policies and materials to advance the implementation of modern treaties ¹in BC.
- Perform quantitative and qualitative analysis to support policy development.

Drafting Materials

- Draft policies, guidelines, frameworks, and other government materials for policy working groups.
- Create communication materials including presentations, briefing notes, letters, press releases, and speaking notes.
- Assist the Executive Director with drafting organizational policies as needed.

Coordination and Administration

- Facilitate working groups and develop information-sharing initiatives between Modern Treaty Nations.
- Arrange and participate in discussions with local governments, provincial ministries, federal departments and other parties to both gather input, and to share information.
- Establish and maintain effective working relationships with municipal, provincial and federal orders of government as well as non-governmental organizations and First Nations.

- Support the coordination with notetaking, agenda development, correspondence, scheduling, document management, and action item tracking.
- Provide administrative and logistical support for in-person and virtual meetings and events.
- Help onboard new working group members.

Additional Duties

- Participate in staff meetings and professional development.
- Support internal operational needs and perform other duties as required.
- Perform other duties as reasonably required to support the Alliance.

What You Bring

- University degree in a relevant field or equivalent education and experience.
- A graduate degree is an asset.
- A minimum of five years of related experience.
- Knowledge of B.C.'s reconciliation vision and the implementation of UNDRIP and TRC's Calls to Action.
- Understanding of the British Columbia Treaty Process and modern treaty governance in BC.
- Knowledge of Indigenous cultures and histories in Canada, particularly in BC.
- Ability to work in BC's time zone and travel within BC at a moments notice.
- Experience with Indigenous organizations or remote Indigenous communities.
- Strong analytical skills.
- Knowledge of government functions and interactions at federal, provincial, Treaty First Nation, and municipal levels.
- Familiarity with legislation and regulations.
- Ability to foster and maintain positive relationships with stakeholders, demonstrating tact and diplomacy.
- Uphold confidentiality and manage sensitive information with integrity.
- Proficient in conducting and analyzing quantitative and qualitative research.
- Excellent organizational skills to manage multiple priorities and meet tight deadlines.
- Strong attention to detail and accuracy.
- Excellent interpersonal skills with strong verbal and written communication in English.
- Ability to write clear, concise reports and briefing notes.
- Ability to work independently with minimal supervision.
- Excellent teamwork and collaboration skills.
- Proficiency in MS Office suite (Word, Excel, PowerPoint, Outlook) and video conferencing platforms.

The following are definite assets!

- Indigenous ancestry (First Nations, Inuit, Métis).
- Experience with Modern Treaty Nations.
- Experience drafting agreements, legislation, policies, and regulations.
- Experience with event and meeting planning.

What we offer

- Remote work (with some required face to face meetings).
- 3 weeks' vacation, plus paid time off over Christmas and New Years.
- 10 paid sick days per year.
- 14 Statutory Holidays each year
- Commitment to your ongoing learning and development.
- A salary of \$74,000 to \$105,000 per annum.

To Express Interest

Please send your:

- Current resume and
- Cover letter detailing how your experience and education will support your success in this role

to: careers.jouta@mp.ca by September 18, 2024, at 5:00 pm PST.

While we recognize the value of diversity in the workplace and welcome applications from people of all backgrounds, ***preference will be provided to Indigenous applicants*** in accordance with section 42 (1) of the BC Human Rights Code and section 16(1) of the Canadian Human Rights Act. Candidates of Indigenous background are encouraged to self-identify on their application.