



UNION OF BC INDIAN CHIEFS

OUR LAND IS OUR FUTURE

JOB OPPORTUNITY – UNION OF BC INDIAN CHIEFS VANCOUVER OFFICE WITH REMOTE OPTION Permanent, Full-Time Policy Analyst

The Union of BC Indian Chiefs (UBCIC) is seeking a permanent, full-time Policy Analyst to support the work of our organization and assist in carrying out the mandate as directed by UBCIC's member Nations. Reporting to the Policy Director, the successful candidate will work on a variety of files, conduct policy research, and develop written documents. The successful candidate will demonstrate experience working to advance Indigenous Title and Rights and working with First Nations communities, and providing technical support to political leadership, as well as contributing to and carrying out operations for a busy organization. This is an excellent opportunity to be part of a leading, member-driven Indigenous political advocacy organization. The position is based in the Vancouver office; applicants wishing to work remotely in BC are encouraged to apply as well and should include details in the cover letter.

About the UBCIC

The UBCIC is a not-for-profit organization representing and taking direction from over 100 Indigenous Nations in BC. Our aim is to protect and advance the political and territorial rights of Indigenous people in BC. We support Indigenous Peoples at regional, national, and international forums. The UBCIC's mandate is to work towards the implementation, exercise, and recognition of our inherent Title, Rights, and Treaty Rights, and to protect our lands, waters, and resources through the exercise and implementation of our own laws and jurisdiction. The UBCIC strengthens Indigenous Nations to assert and implement their Aboriginal Title, Rights, Treaty Rights, and Right of Self-Determination as Peoples. The UBCIC upholds the principles and standards articulated in the United Nations Declaration on the Rights of Indigenous Peoples for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous Peoples.

Key Job Functions include:

- Working as part of the policy team to carry out the direction provided by the UBCIC Chiefs Council and UBCIC Executive through resolutions.
- Contributing to the overall functioning of the organization through assisting with coordination and carrying out of Chiefs meetings, Executive meetings, and special events.
- Coordinating and supporting UBCIC engagement with external organizations and entities including the First Nations Leadership Council and the Governments of Canada and British Columbia.

Specific Responsibilities include, but are not limited to:

- Supporting the UBCIC policy team and legal advisors in providing strategic advice and recommendations to the Executive in carrying out the direction of the UBCIC Chiefs Council;

Kamloops Office
209 - 345 Chief Alex Thomas Way
Kamloops, BC, V2H-1H1
Phone: 250-828-9746
Fax: 250-828-0319

Vancouver Office
Suite 401 - 312 Main Street
Vancouver, BC, V6A-2T2
Phone: 604-684-0231 or toll free: 800-793-9701
Fax: 604-684-5726



UNION OF BC INDIAN CHIEFS

OUR LAND IS OUR FUTURE

- Identify and analyze relevant current events and their connections to the mandate of UBCIC and the advancement of the rights of Indigenous peoples in BC;
- Prepare speaking notes, briefing notes, reports, communications materials, and other assignments;
- Conduct and provide research, analysis, advice, and recommendations on assigned policy, program, legislative or other key issues, ensuring alignment with the vision and mandate of the UBCIC;
- Coordinate and attend meetings with the UBCIC Executive, First Nations Leadership Council, and others as required;
- Compile materials for meetings and assist in preparation of meeting packages;
- Keep record of meetings attended upon request; and
- Perform other duties as reasonably required.

Qualifications:

- Knowledge of the history, vision, and goals of the UBCIC
- Strong understanding of Indigenous historical, political, and legal issues;
- University degree from a recognized post-secondary institution, preferably in a related discipline, such as social work, law, public administration, or First Nations studies;
- Experience working with legislation, regulation, and policy, preferably within a First Nations provincial/territorial organization or First Nation administration;
- Strong organizational skills, excellent written and oral communication skills;
- Excellent time management skills with the ability to manage multiple priorities and produce results within specified timelines;
- Able to work independently, as well as a member of a diverse team, where productive relationships are developed and maintained;
- Excellent analytical, judgemental, persuasive, and consensus-making skills;
- Excellent research, writing, and editing skills, including the ability to write clearly and persuasively;
- Travel, as required.

Please send a cover letter, resume, and references to the attention of the UBCIC Policy Director. **If sending by email, please send to careers@ubcic.bc.ca, with the subject line “UBCIC Policy Analyst Position.”** We thank all candidates for their interest. Only those candidates who are shortlisted for interviews will be contacted. **Open until filled.**

The Union of BC Indian Chiefs hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. Qualified Indigenous applicants will be given priority

Kamloops Office

209 - 345 Chief Alex Thomas Way
Kamloops, BC, V2H-1H1
Phone: 250-828-9746
Fax: 250-828-0319

Vancouver Office

Suite 401 - 312 Main Street
Vancouver, BC, V6A-2T2
Phone: 604-684-0231 or toll free: 800-793-9701
Fax: 604-684-5726