



UNION OF BC INDIAN CHIEFS

OUR LAND IS OUR FUTURE

JOB OPPORTUNITY – UNION OF BC INDIAN CHIEFS

Full-Time Writer and Researcher – Policy Department

Vancouver Office with Remote Work Options Possible

The Union of BC Indian Chiefs (UBCIC) is seeking a permanent, full-time writer and researcher for the policy department, to support the work of our organization and assist in carrying out the mandates as directed by UBCIC's member Nations. Reporting to the Policy Director, the successful candidate will prepare an array of written documents and conduct research to support new and ongoing mandates of a busy Indigenous political organization. This position is an exciting opportunity for a professional writer with experience writing on topics and issues that impact underserved and marginalized populations, and who has a strong understanding of colonialism, decolonization, and the Indigenous political landscape in BC and Canada. By joining UBCIC you will become part of a leading, member-driven Indigenous political advocacy organization and have excellent opportunities for practical, on-the-job learning and engagement with a wide network of Indigenous Nations, organizations, and other partners. Working under the dynamic leadership of the Policy Director, the candidate will have the exciting, unique opportunity to apply an anti-oppressive and Indigenous cultural safety lens to their writing and research, as well as collaborate with UBCIC's political leadership and its motivated, collegial Policy Team. The Writer and Researcher, Policy, will be based in the Vancouver office, but applicants wishing to work remotely 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.

The successful candidate will:

- Support and collaborate with the Social Policy Analyst on writing and communications activities related to the Coalition on Missing and Murdered Indigenous Women and Girls (MMIWGS+), including:
- Apply their expertise in writing, editing and research to external and internal UBCIC documents;

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

www.ubcic.bc.ca



UNION OF BC INDIAN CHIEFS

OUR LAND IS OUR FUTURE

- Be adaptable, flexible, and able to prioritize multiple competing demands;
- Be knowledgeable about and support the mandate, mission, and work of the Union of BC Indian Chiefs and the UBCIC Policy Department;
- Demonstrate an understanding of historical and current Title and Rights issues that impact First Nations in BC; and
- Apply an intersectional, anti-oppressive lens to their writing and successfully capture the spirit and voice of UBCIC in their writing

Major duties and responsibilities include:

- Develop written press releases, letters, speeches, resolutions, briefing notes, submissions, reports, and position papers by:
 - Researching and preparing drafts;
 - Coordinating reviews and integrating feedback from technical staff and political leadership; and
 - Copy editing drafts
- Support and collaborate with the Social Policy Analyst on writing and communications activities related to the Coalition on Missing and Murdered Indigenous Women and Girls (MMIWGS+), including:
 - Notetaking at monthly Coalition meetings
 - Applying passion for and knowledge of gender and sexual health equity and gendered-based violence topics in research and writing projects
- Supporting new and continuing organizational mandates by:
 - Assisting with follow-up on UBCIC Resolutions, critical;
 - Drafting letters or preparing other materials as required;
 - Coordinate multiple projects as directed and in conjunction with policy staff;
 - Liaising and conducting outreach activities with partner organizations and community members to inform the writing of reports and communications materials
 - Conducting research and analysis related to legislation and policy initiatives, projects and existing organizational material to ensure alignment with the vision and mandate of the UBCIC; and
 - Providing administrative assistance as required.

Qualifications:

- Knowledge of the history, vision and goals of the UBCIC
- Strong understanding of the history of Indigenous politics in British Columbia
- Demonstrate knowledge of or willingness to learn and apply an anti-oppressive, decolonial and Indigenous cultural safety lens to their work
- Bachelor's degree or higher in relevant fields or equivalent experience
- Excellent writing and editing skills

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

- Excellent analytical and research skills
- Excellent organizational skills and a proven ability to prioritize and manage tasks within many areas and to problem solve in a busy, fast-paced environment
- Strong interpersonal and communication skills and an ability to work in partnership with colleagues in external organizations
- Experience working with First Nations provincial/territorial organizations or collective decision-making bodies an asset
- Proficiency with Microsoft Office 365 (Teams, Outlook, Word) and video conferencing technology
- Commitment to the mission and work of the UBCIC

Please send a cover letter, resume, and references to the attention of the Policy Director. **If sending by email, please send to careers@ubcic.bc.ca.** We thank all candidates for their interest and regret that 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. However, 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