



# Employment Opportunity

## MMIWG2S+ Coalition Coordinator and Social Policy Analyst

### UNION OF B.C. INDIAN CHIEFS (UBCIC)

The UBCIC is a not-for-profit First Nations political advocacy organization representing and taking direction from member First Nations in British Columbia. We aim to protect and advance the political and territorial rights of First Nations peoples in B.C. and strengthen First Nations to assert and implement their right of self-determination as Indigenous peoples. We support First Nations peoples at regional, national, and international forums. The UBCIC upholds the principles and standards articulated in the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP) for the establishment and maintenance of a universal framework of minimum standards for the survival, dignity, well-being, and rights of Indigenous peoples.

Working for UBCIC, you have the chance to impact change in the lives of First Nations peoples. Our office is a warm and welcoming place where we care about our employees, create space for staff and value fair and equitable work practices.

### ABOUT THE POSITION

- Position:** MMIWG2S+ Coalition Coordinator and Social Policy Analyst
- Reports to:** Policy Director, with oversight from the Senior Policy Analyst, Women & Girls
- Location:** Lower Mainland with access to the Vancouver Office/Hybrid option
- Salary:** \$65,500 - \$78,500 per annum (additional compensation may be considered for candidates with substantial experience and qualifications)
- Start Date:** ASAP
- Type/Term:** Regular, Full-time (7 hours per day, 35 hours per week)  
8:30 am to 4:30 pm Monday to Friday (excluding holidays)

### ***Coalition on Missing And Murdered Indigenous Women/Girls And Two Spirit + (MMIWG2S+)***

The Coalition on MMIWG2S+ (“the Coalition”) is a collective of organizations, individuals (including Indigenous women, survivors and family members of the MMIWG2S+ crisis), and their allies with expertise in anti-violence, human rights, labour advocacy, policy development regarding Indigenous rights, child welfare, and policing, as well as knowledge and practice in human rights, civil liberties, criminal, constitutional, and international human rights law. Members have deep knowledge, expertise, and lived experience of discrimination and violence and many have been engaged in front-line, grassroots anti-violence advocacy for decades. UBCIC has functioned as a host for Coalition meetings, and the MMIWG2S+ Coalition Coordinator and Social Policy Analyst role is designed in part to increase capacity support for the Coalition.

### ***What It’s Like To Work In The Policy Department***

Working in the UBCIC Policy Department, you will carry out the mandates provided by the UBCIC Chiefs Council through resolutions, participating in policy and legislative development, review and support on social policy files.

The Policy Department prepares a range of written materials for the UBCIC Executive and UBCIC Chiefs Council including briefing notes, correspondence, press releases and public-facing documents, and

works closely to support the First Nations Leadership Council, a political collaborative working relationship between the UBCIC, B.C. Assembly of First Nations, and First Nations Summit.

You will have the opportunity to engage substantially with a range of external partners including government, non-profits, and academia, including participating in an array of technical tables and committees to advance UBCIC mandates.

Working here, you will proactively help implement policy initiatives to support MMIWG2S+. You will find colleagues committed to working together to help shape policy & legislative development at the provincial and federal levels and to better communicate to membership, external partners and the media, as a regional collective.

### ***What You Can Bring To The Role***

With a strong grasp of UBCIC's history, identity, voice, and mandates, you are committed to bringing awareness and building partnerships with our First Nation membership. Key competencies include:

- In-depth knowledge of subject matter and ability to digest complex material in a short timeframe.
- Leading with passion, motivation, and in the spirit of togetherness to understand the importance of MMIWG2S+ peoples together with the support of team members and colleagues.
- Leading and ensuring all stakeholders are informed on the political landscape and current events via in-depth analysis, providing strategic advice, and identifying opportunities to influence government policy and legislation, handling sensitive legal memos and documents.
- Planning, coordinating and engaging with government and non-government organizations, including working closely with partner organizations comprising the First Nations Leadership Council, to maintain strategic partnerships and advance policy and engagement.
- Adapting quickly to the rapidly evolving political landscape, staying responsive to changes and developments.
- Managing multiple competing and shifting priorities in a fast-paced environment, maintaining focus, accuracy, and efficiency.
- Acting with integrity, sensitivity, compassion, and respect and maintaining a high level of confidentiality and impartiality.
- Professionally coordinating events and political meetings, using strong, respectful, non-violent and accessible communication (verbal and written) and will actively participate in the planning of the UBCIC Chiefs Council and AGA meetings.

### **Key Responsibilities/Accountabilities**

The MMIWG2S+ Coalition Coordinator (CC) and Social Policy Analyst position is responsible for the following key functions:

#### ***Coordinating the MMIWG2S+ Coalition***

- Coordinating and supporting the Coalition in collaboration with the Sr. Policy Analyst, Women & Girls.
- Leading meeting support: agendas, materials, presenter coordination, action tracking, and facilitation.
- Maintaining Coalition communications and mailing lists.
- Providing advocacy support to survivors, families, and loved ones, connecting them with resources and services.
- Leading or supporting initiatives such as correspondence, press releases, press conferences, community events, and responses to missing-person cases.
- Ensuring survivor and family voices are central to policy development.
- Organizing healing ceremonies, workshops, educational events, and gatherings.

### **UBCIC Policy Work**

- Supporting UBCIC mandates on social policy issues (women and girls, health, education, citizenship, residential schools, etc.).
- Conducting research, analyzing current events, and providing policy recommendations.
- Assisting with membership and Executive meetings, including resolutions, policy documents, and materials.
- Representing UBCIC in government and partner meetings and prepare related materials.
- Drafting and reviewing briefing notes, correspondence, reports, funding applications, and public communications.
- Providing legislative and policy analysis and recommendations.
- Supporting collaboration with the First Nations Summit and BC Assembly of First Nations.

### **Skill Development, Outreach & Information Sharing**

- Maintaining communication with Coalition members and developing materials for distribution.
- Taking on new policy files as needed, conducting research and engaging stakeholders.
- Assisting with conferences, forums, press conferences, and events.
- Drafting communications that translate policy, current events, and frontline needs for public and organizational audiences.
- Contributing to public positions and narrative-shaping work with the Policy Team.
- Supporting funding proposals and budgeting.

### **Organizational Support**

- Working with the Policy Director and team to support Chiefs Council and AGA planning.
- Attending Chiefs Council and AGA meetings to support organizational processes and engage with First Nations leadership.
- Participating in UBCIC initiatives, events, and learning opportunities.

## **Qualifications**

### **Required**

- University degree from a recognized post-secondary institution, preferably in a related discipline, such as social work, law, policy, public administration, or First Nations studies
- 3-5 years of experience and knowledge of BC First Nations politics in addition to
  - issues of gender-based violence, the MMIWG2S+ crisis, gender equity, and familiarity with related texts such as the National Inquiry's Calls for Justice and understanding of the history, vision and goals of the UBCIC
  - political, social, and cultural perspectives, and understanding the relation of BC First Nations culture to leadership and politics
  - working with government and First Nations, including legislation, regulation, and policy, preferably within a First Nations provincial/territorial organization, government or First Nation administration
- 3-5 years of experience and knowledge providing technical support to political leadership and coordinating meetings on sensitive subjects and with diverse groups of people with varying lived experiences
- Demonstrate knowledge of, or willingness to learn and apply, an anti-oppressive, anti-racist, decolonial, and Indigenous cultural safety lens to their work
- Strong research, analysis, synthesis, writing, editing, and communication skills and experience
- Comprehensive working knowledge of MS Office Suite, including Outlook, Word, Excel, PowerPoint
- Working knowledge and experience with (or flexibility/ability to learn) specific software programs related to the needs of the role

### Working Conditions/Demands

- Based in the lower mainland with access to the Vancouver office, and will have the ability to work hybrid
- Working long hours using computer or other equipment; seasonal long hours
- Work may be required outside of regular work hours given time-sensitivity of political events (e.g. occasional evenings or weekends)
- Regular travel to and attendance at meetings and events, typically at least once or twice a month, including but not limited to two-day Chiefs Council Meetings twice a year and the three-day Annual General Assembly

### In Return For Your Expertise/Total Compensation

Every employee at the UBCIC is key to our success as we are a small but mighty team. For that reason, we offer a generous total compensation, pay and benefits package. Appreciating that we work and contribute in different ways based on the kind of work we respectively do, we are intentionally focused on creating an overarching supportive and responsive workplace culture that is centered around caring for our mission/vision, our team, our members and partners.

We offer a competitive annual salary commensurate with your experience for this role, plus comprehensive benefits including extended health benefits, employee assistance program, dental care, flexible time/work arrangements, extensive vacation leaves including paid leaves above the Canada Labour Code (CLC), sick leave, retirement savings plan and professional development.

### How To Apply

Interested candidates are invited to submit the following to [careers@ubcic.bc.ca](mailto:careers@ubcic.bc.ca) noting in the subject line “**MMIWG2S+ Coalition Coordinator and Social Policy Analyst**”

1. A letter of interest outlining how your previous experience and education would support this position. If you have an interest or expertise in this technical area or policy work, please note this in your cover letter.
2. An up-to-date CV.

Successful candidates will be asked to provide references and a writing submission following the interview. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed on an ongoing basis. UBCIC hires based on skills, ability, and qualifications and we welcome applications from all qualified candidates.

We proudly uphold our identity as a First Nations workplace and are committed to honouring and enriching the cultural traditions that reflect the communities we serve. We warmly welcome and strongly encourage First Nation/Indigenous individuals to apply and bring their voices, experiences, and strengths to our team.

We aim to provide support through this recruitment process to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodation during the interview process, please let us know. We thank all applicants for their interest; only those selected for an interview will be contacted. **Open until filled.**