



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity
Regional Climate Leadership Coordinator

Full Time Term Position until March 31, 2024
(With a possibility of extension)

Description: Atlantic Policy Congress of First Nations Chiefs Secretariat is seeking an individual with experience in communications and climate change knowledge to serve as a regional Climate Leadership Coordinator.

Reporting to the Director of Fisheries and Integrated Resources, the APC Regional Climate Leadership Coordinator will serve as a regional contact for the climate leadership initiative. The Coordinator will provide support to the APC to enable networking, research, communications, partnerships, event planning, strategic planning and program implementation for climate leadership.

Ideally, you have a post-secondary degree or diploma with relevance/experience in environmental science, climate change (adaptation, mitigation, and clean technology), environmental health, natural resource management or equivalent combination of education and equivalent in Canada. You bring a good understanding of First Nations governance as it relates to the Atlantic and Gaspé region. You will have knowledge and understanding and issues of gathering and use of Indigenous traditional knowledge (ITK). Through your experience, you are familiar with challenges posed by climate change in the Atlantic and Gaspé region.

On a personal level, you have well-developed communication skills (oral and written) and the ability to produce written communication material for briefing notes, reports, newsletters, meetings, and the website. You will have the ability to learn basic web-editing, graphics, MS Office, and other digital communication tools. You are able to prioritize workloads and have experience with strategic planning. You will work in a team environment with both APC staff and partners from other tribal organizations and communities. Frequent travel within the Atlantic and Gaspé region and occasional travel at a national level is required for this position.

If you are interested in this important opportunity, please forward a letter (two pages maximum) along with your résumé highlighting your qualifications for this role and, as the regional Climate Leadership Coordinator, how you could contribute to the success of Atlantic First Nation communities.

Please forward a résumé in Word or PDF format only. Submissions can be emailed to hr@apcfnca.ca and please include the APC Competition #2023-07-18 in the subject line of your email and cover letter.

Attached to your résumé, please include the names/contact information of **three (3) professional work-related references**.

Experience:

1. Ideally, applicants will have at least 3 years of experience working for a First Nation community or organization.
2. Applicants will have relevant experience working within an environment and climate change sector.

Abilities & Skills:

- Applicants should demonstrate excellent verbal and written communication and presentation skills, as well as a strong ability to manage multiple projects and priorities;
- Applicants should be highly organized and able to work with minimal supervision to meet deadlines;
- Applicants should possess excellent interpersonal skills;
- Applicants should have strong conflict resolution and decision-making abilities, including the ability to think and interact strategically and innovatively while exercising sound judgment;
- Applicants should have the ability to network, build effective relationships, communicate appropriately, and represent the APC at meetings and other gatherings;
- Applicants should have extensive knowledge of the APC member communities, organizations, culture, and traditions;
- Applicants should have a superior level of computer literacy;
- Applicants must possess a valid driver's license, have a vehicle, and be willing to travel when required; and
- The ability to speak and understand Mi'kmaw, Wolastoqey, Passamaquoddy, Innu languages is considered an asset.

Salary: \$60,000-\$75,000 - Dependent on qualifications and experience.

Location: Cole Harbour, Dartmouth, Nova Scotia

Start date: As soon as possible

Closing date: Wednesday August 16, 2023 at 4:00 p.m. Atlantic Standard Time

Email address: hr@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, NS. No interview or relocation costs will be provided. No phone calls please **emails only**. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. Please indicate if you are voluntarily identifying as First Nations or Aboriginal. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted.