



ATLANTIC POLICY CONGRESS  
OF FIRST NATIONS CHIEFS SECRETARIAT

**APC Employment Opportunity**  
***Indigenous Knowledge System (IKS) Coordinator***

**Full Time Term Position March 31, 2025**  
**(With a possibility of extension)**

**Description:** Atlantic Policy Congress of First Nations Chiefs Secretariat is seeking an individual with experience in communications and indigenous knowledge systems to serve as an Indigenous Knowledge System (IKS) Coordinator.

Reporting to the Director of Fisheries and Integrated Resources, the Indigenous Knowledge System (IKS) Coordinator will work to strengthen the communications and collaboration on Indigenous Knowledge System (IKS) for the Aboriginal Aquatic Research and Ocean Management organizations and First Nation member communities throughout Prince Edward Island, Nova Scotia, New Brunswick and Quebec by contributing as a valuable team member of the APC Fisheries Department.

Ideally, you have a post-secondary degree or diploma with relevance/experience in environmental management, fisheries, oceans, and/or indigenous knowledge systems. This position will encompass a wide range of areas including coordinating and collaborating with partners and hired consultants; preparing briefings and progress reports on IKS, supporting meetings, working groups and project activities; and developing communication materials. The coordinator will represent the Fisheries and Integrated Resources Department with tribal organizations, Chiefs, community managers and federal partners.

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 can 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. Travel within the Atlantic and Gaspé region will be required.

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 Indigenous Knowledge System (IKS) Coordinator and how you could contribute to the success of First Nation communities.

Please forward a **résumé** in **Word or PDF format only**. Submissions can be emailed to [hr@apcfnc.ca](mailto:hr@apcfnc.ca) and please include the **APC Competition # 2024-04-15** 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 2 years of experience working for a First Nation community or organization.
2. Applicants will have relevant experience working within natural resources and indigenous knowledge.

**Abilities & Skills:**

- Ability to travel, a valid driver's license and a reliable vehicle.
- Demonstrated proficiency in computer software including MS Word, MS PowerPoint, MS Excel, MS Outlook, etc along with ability to learn website editing and graphics editing.
- Knowledge of First Nation communities and organizations in the Atlantic and Gaspé region.
- Strong organization, communication, time management and writing skills.
- Strong office management/administration skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

**Salary:** \$60,000-\$70,000 - Dependent on qualifications and experience.

**Location:** Cole Harbour, Dartmouth, Nova Scotia

**Start date:** As soon as possible.

**Closing date:** **Wednesday, May 15, 2024, at 4:00 p.m. Atlantic Standard Time**

**Email address:** [hr@apcfnc.ca](mailto:hr@apcfnc.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.