



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

JOB OPPORTUNITY

POSITION: Housing Internship for Indigenous Youth

DEPARTMENT: Housing and Infrastructure

JOB TITLE: Housing and Infrastructure Intern

EMPLOYMENT TERM: Until March 31, 2025

COMPENSATION: \$25.00/hour for 37.5 hours per week

Description

The Atlantic Policy Congress (APC) of First Nations Chiefs Secretariat is seeking to hire a Housing and Infrastructure Intern to support the work of the Housing and Infrastructure Department. The successful candidate will work closely with staff to promote community housing activities across the region and to help identify local stories highlighting the successes and challenges in the region.

Who can apply?

Candidates must be between 15 and 30 years of age (inclusive) at the start of employment, a Canadian Citizen, permanent resident, or person on who refugee protection has conferred under the *Immigration and Refugee Protection Act**; and, is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

If all qualifications are equal, preference will be given to persons of Aboriginal ancestry.

Abilities & Skills

- Strong organizational and communication skills, both oral and written, and strong time and office management skills.
- Demonstrated ability to work independently and in a team setting.
- Knowledge of First Nations communities, Tribal Councils, and First Nations organizations in Atlantic Canada.
- Ability to speak Mi'kmaq, Innu or Maliseet would be an asset.
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- Valid driver's license and reliable vehicle and a willingness to travel to First Nations communities when required.

Essential Functions & Duties

1. Provide support to the Housing and Infrastructure Department with research, community engagement, data collection and analysis.
2. Conduct community visits across Atlantic Canada to help identify local stories highlighting the successes and challenges in the region.
3. Represent the Housing and Infrastructure Department in a professional and confidential manner, interpret and answer general APC questions using sound judgment. Keep Housing and Infrastructure staff informed of discussions and other valuable information.
4. Maintain a good rapport within the organization, with First Nations and the general public by being courteous, cooperative, and conscientious.
5. Work in collaboration with other departments.
6. Other duties as requested by Supervisor or Executive Director.
7. Attends all staff meetings.

If you are qualified and want to become part of the APC team, please email, your cover letter, resume and three (3) professional references (in Word or PDF format) in confidence by **4:00 p.m. Atlantic Standard Time on July 5, 2024**. Please include **Competition #2024-06-04** in the subject line of your email and cover letter.

Email: hr@apcfn.ca

No applications accepted beyond the closing deadline. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please.