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JOB POSTING

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| POSITION TITLE: | FNLC Cannabis Policy Analyst |
| REPORTS TO: | Chief of Staff and Senior Policy Director |
| TERMS: | Full-Time |
| LOCATION: | BCAFN Vancouver Office – 1020-1200 West 73 rd Avenue (Will work remotely due to COVID-19 restrictions for indeterminate period of time) |
| HOURS OF WORK: | Monday to Friday 9:00 a.m. to 4:30 p.m. (May be required to work evenings and weekends) |
| DEADLINE: | Thursday June 30 th , 2022 at 4:30 p.m. |

The BC Assembly of First Nations (BCAFN) is seeking a skilled, motivated, and passionate Cannabis Policy Analyst to work with the First Nations Leadership Council (BCAFN, First Nations Summit and the Union of BC Indian Chiefs) on the coordinated Cannabis portfolio.

Key Job Functions include:

- Provide high-quality, strategic policy analysis and recommendations to support the First Nations Leadership Council's mandates, which come from resolutions passed at BCAFN, FNS and UBCIC, with respect to cannabis legalization, First Nations jurisdiction, economic development, and health and safety. The FNLC is not an independent political entity or organization but is a collaborative political working partnership among three organizations - BC Assembly of First Nations (BCAFN), First Nations Summit (FNS) and the Union of BC Indian Chiefs (UBCIC).
- Coordinate the FNLC's engagement and advocacy with provincial and federal governments.
- Lead the development and implementation of a BC First Nations Cannabis Strategy.

Specific Responsibilities include, but are not limited to:

- Monitor, develop and recommend responses to federal and provincial policies, programs and legislative initiatives associated with cannabis that affect the Aboriginal Title, Rights and interests of First Nations in BC.
- Supporting FNLC Executive, associated policy and legal advisors, staff, and working group members by providing research, analysis, and strategic advice and recommendations on cannabis policies, programs, legislation, and initiatives.
- Organize, coordinate, support, document, and facilitate meetings for cannabis-related working groups.
- Develop workplans, engagement guides, and materials to support strategic engagement on cannabis priorities with First Nations in BC.
- Coordinate the planning of virtual engagement sessions.
- Gather and disseminate information to BCAFN, FNS and UBCIC members in regards to federal, provincial and other policy, program and legislative issues associated

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With cannabis that affect their Rights, Title and interests.

- Prepare speaking notes, briefing notes, reports, communication materials and other assignments.
- Collect and coordinate local and regional cannabis issues to inform advocacy on the national and international stages.
- Assist communities to understand and respond to cannabis-related opportunities.
- Liaise with Chiefs, traditional Knowledge Keepers, youth, and women in the region through formal and informal means.
- Interface with regional, provincial and federal officials as needed.
- Prepare funding proposals to support ongoing work within the cannabis portfolio and related initiatives.
- Internally report directly to the Senior Policy Director and Chief of Staff while supported by the Senior Policy Analyst. Adhere to reporting protocols with FNLC policy leads.
- Perform other duties as reasonably required to support the FNLC cannabis portfolio.

Education, Experience and other requirements:

- Post-secondary experience in public policy, public/business administration, social sciences or equivalent combination of education & experience;
- A minimum of 2 years' experience preferred in a domain related to Cannabis legislation, economics, or public policy, ideally in a First Nations setting;
- Demonstrated effective verbal and written communication skills, including writing and presentation skills;
- Demonstrated project management skills, with good ability to plan, organize and set priorities;
- Effective meeting facilitation skills;
- Good interpersonal skills and the ability to build and maintain effective networks and relationships while working as a member of a broader team(s);
- Ability to work independently & expeditiously, self-directed, including working under tight timeframes & competing priorities, in coordination with others, and willingness to travel;
- Demonstrated resourcefulness, passion, judgement, tact, initiative & flexibility;
- Good computer literacy skills;
- Knowledge of First Nations political, policy and legal issues;
- Flexible schedule may include evenings and weekends; and
- Travel as required.

Remuneration: Salary/Wage based upon experience. Competitive benefit plan available upon conclusion of probationary period.

To Apply: If you are interested in this opportunity, please email your cover letter and resume with references as one PDF file to vanessa.west@bcafn.ca in the following format:

- **Subject heading:** FNLC Cannabis Policy Analyst
- **Attached file name:** YYYYMMDD_LastName_FirstName_CannabisPA.pdf

Application deadline is Thursday June 30th, 2022 at 4:30 p.m.

We want to thank everyone who applies for this position in advance. Applicants with Aboriginal ancestry preferred. Only successful applicants will be contacted for interviews.

