



**ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS
SECRETARIAT
www.apcfn.ca**

***APC Employment Opportunity*
Assistant Research Coordinator
Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP)**

Full Time Term Position until March 31st, 2012 with possibility of Renewal

The Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP) is a research program formed through partnerships between the 37 member communities of the Atlantic Policy Congress of First Nation Chiefs, plus the Inuit, 12 Atlantic universities and 4 government funders, both federal and provincial. The main purpose of the AAEDIRP is to improve the knowledge base concerning Atlantic Aboriginal economic development in order to improve the lives of the Aboriginal people in the region. The AAEDIRP is grounded in the recognition that a high quality information base is essential for strategic planning in Aboriginal economic development.

AAEDIRP OBJECTIVES

TO CONDUCT RESEARCH ON ABORIGINAL ECONOMIC DEVELOPMENT

To improve the knowledge base for Aboriginal economic development in the region through the implementation of an integrated program of research linking the needs of Aboriginal communities and organizations with university resources.

TO CREATE A DATABASE ON ABORIGINAL ECONOMIC DEVELOPMENT

To serve as a focal point for information pertaining to Aboriginal economic development. A data base should emphasize information that is accessible electronically by Aboriginal communities and governments, as well as by faculty and students.

TO BUILD ABORIGINAL RESEARCH CAPACITY

To build Aboriginal research capacity in the field of Aboriginal economic development through the hiring of Aboriginal staff, the training of Aboriginal researchers and the involvement of Aboriginal students.

TO HOLD WORKSHOPS ON ABORIGINAL ECONOMIC DEVELOPMENT

To conduct information dissemination workshops for Aboriginal leadership and their staff; and for government, university and business personnel, making available the best possible information from the region, from Canada and abroad, to support the process of economic development for Aboriginal communities. The workshops can also be seen as opportunities for building bridges with the non-Aboriginal business sector.

The Assistant Research Coordinator will be an employee of the Atlantic Policy Congress of First Nation Chiefs, reporting to the AAEDIRP Research Coordinator and a Steering Committee composed of representatives of the institutions mentioned above. He/she will:

- work with the Research Coordinator, Administrative Assistant, Steering Committee, Research Subcommittee, Aboriginal communities and organizations, universities and governments in the identification and implementation of the integrated research program;
- with the assistance of other staff, organize workshops as appropriate for the Aboriginal leadership and others so that they have available the best information possible from within and outside the region;
- establish an electronic information repository on Aboriginal economic development;

- establish working relationships with other research programs in Aboriginal economic development in Canada and abroad; and
- take steps to build research capacity in Aboriginal economic development within the Aboriginal community of Atlantic Canada.

Who Can Apply:

The successful candidate will:

- Have at least 3-5 years extensive knowledge/experience in the field of Aboriginal economic development;
- Extensive knowledge/experience of research in both academic and Aboriginal community settings;
- A university degree at the Master's level or above in a field of study related to economic development or a law degree is an asset, as is extensive knowledge and experience in working with Aboriginal communities;
- Demonstrate excellent verbal and written communication skills, as well as a strong ability to manage multiple projects and priorities;
- Be highly organized, able to work independently with minimal supervision to meet deadlines, and able to work cooperatively and collaboratively with other AAEDIRP staff;
- Possess excellent sound judgment and strong decision-making abilities;
- Have strong conflict resolution and decision-making abilities; including the ability to think and interact strategically and innovatively while exercising sound judgment;
- Have the ability to network, build effective relationships, communicate appropriately and represent the APC at meetings and other gatherings;
- Have extensive knowledge of the APC member communities, organizations, culture and traditions;
- Have a superior level of computer literacy. (testing may be conducted);
- Have a valid driver's license, have a reliable vehicle and be willing to travel when required;
- The ability to speak and understand Mi'kmaq, Maliseet or Innu languages is considered an asset;

Salary: Depending on qualifications and experience (within APC salary grid).

Location: APC Head office in Cole Harbour, Dartmouth, Nova Scotia.

Start date: September 2011 – March 31st, 2012 (With the possibility of renewal)

If you are interested and qualified and want to become part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC competition #2011-08-01** on the cover letter);
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** by **4:30 p.m. (Atlantic Standard Time) on Wednesday, August 24th, 2011** to the attention of Tami Brophy, Administrative Assistant – HR/Operations.

Email address: tami.brophy@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. 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. No interview or relocation costs will be provided.