



ATLANTIC POLICY CONGRESS OF FIRST NATION CHIEFS SECRETARIAT

www.apcfn.ca

APC JOB OPPORTUNITY: ASSISTANT RESEARCH COORDINATOR **Atlantic Aboriginal Economic Development Integrated Research Program (AAEDIRP)** **(Term Position, with a 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, 11 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 initially be an employee of the Atlantic Policy Congress of First Nation Chiefs, reporting to the Research Coordinator, and a Steering Committee composed of representatives of the constituencies 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;
- assist with the establishment of 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 communities of Atlantic Canada.

Location: APC Head office, Cole Harbour reserve in Dartmouth, NS.

Salary Range: \$60,000 per annum

Term Date: June 1, 2009 – March 31, 2010

This is a senior position that requires creativity and excellent leadership, interpersonal skills, demonstrated research capacity and excellent computer skills.

The successful candidate will also have:

- 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/business development, social sciences, education or a law;
- 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; and
- Have a valid driver's license, a reliable vehicle and be willing travel extensively throughout the region, as required.

Closing date: Friday May 8, 2009 at 4:30 p.m. Atlantic Standard time

Individuals who are interested and qualified are invited to email a detailed cover letter along with a current resume, a writing sample (maximum 3 pages, this may be an excerpt) and the names of three (3) professional references (in Word or PDF format) to:

Krista Brookes, Sr. Policy Analyst/Legal Advisor

Atlantic Policy Congress of First Nation Chiefs Secretariat

Email: krista.brookes@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. **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.**