



Uchucklesaht

Uchucklesaht Tribe Government Job Posting

Position: **Intergovernmental Relations and
Policy Analyst**

Uchucklesaht Tribe Government is currently accepting applications for a full-time employment opportunity as an Intergovernmental Relations Policy Analyst. This is a new position within the UTG.

Required qualifications:

- An undergraduate degree in public administration, public policy, political science, law, or a related field.
- A post-graduate degree in public policy or public administration is preferred.
- Three to five years of related experience.
- Knowledge and experience working with First Nations communities and governments.
- Familiarity with the activities and culture of the UTG and/or Maa-nulth is considered an asset. Paralegal experience preferred.
- Specific knowledge of the BC Treaty Process and Modern Treaty nations is considered an asset.

Duties to include:

- Coordinate and actively participate in engagement processes with BC and Canada and local government.
- Attend engagement meetings, representing the UTG professionally and respectfully.
- Prepare detailed reports for staff and executives.
- Take detailed meeting notes, capturing decisions, action items, and follow-up steps.
- Provide strategic analysis and advice to senior managers and elected officials, including the Executive Council, on policy and intergovernmental affairs.

Salary Range and Benefits:

- UTG offers a competitive wage commensurate with qualifications and experience (between \$41.75 and \$48.35/hr) and a comprehensive benefit plan (including dental plan, extended health benefits, optical plan, accumulated sick leave and Municipal Pension Plan).

Please submit a resume and cover letter no later than **4:30 pm on Monday, August 12, 2024**, to:

Attention: Lysa Ray, Executive Assistant
In person/by mail: 5251 Argyle Street, Port Alberni, B.C. V9Y 1V1
Emailed to: Lysa.Ray@Uchucklesaht.ca (MS Word or PDF documents)

We thank you for your interest, however, only candidates selected for an interview will be contacted.