



**Toquaht
Nation**

EMPLOYMENT OPPORTUNITY - Intergovernmental Relations & Policy Analyst (Permanent Full Time)

About Toquaht Nation

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the *tuk^waaʔath* (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our *haahuufi* (traditional territory).

Toquaht envisions a healthy community where *masčim* (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our guiding principles:

- *hišukma čawaak* – Everything is one
- *qwaaʔaλin čawaak* – How we are one
- *ʔuuʔatuk* – Taking care of one another
- *ʔiisaak* – Highest respect

Position Summary

The Intergovernmental Relations & Policy Analyst, reporting to the Director of Operations, performs complex analysis and provides strategic advice on intergovernmental affairs and policy as it relates to the Maa-nulth Treaty and Toquaht Nation Government (TNG). This position supports Toquaht Nation in engagements, policy development, and negotiations with Canada and BC.

You will build strong working relationships with others, including Toquaht Executive and staff, government officials, other nations, legal counsel and advisors. It requires the ability to research and evaluate complex policies, legislation, and documents and provide an informed perspective. You are a strong communicator, self-motivated, and will perform in a manner that honors the vision and mission of Toquaht Nation.

Major Areas of Responsibility

- Provide strategic analysis and advice to the Director of Operations and Toquaht Executive on intergovernmental affairs and policy.
- Participate in negotiations with other governments and external partners, and attend collaborative, co-development, and intergovernmental tables on behalf of TNG as directed by the Director of Operations.
- Represent Toquaht Nation at external meetings/tables/engagements, including the Alliance of BC Modern Treaty First Nations (Alliance), Self-Governing Indigenous Governments (SGIG), and the Land Claims Agreements Coalition (LCAC) as directed by the Director of Operations.



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- Establish and maintain strong working relationships with government officials, (including First Nations, Canada and BC), and other external partners (including legal counsel and other advisors).
- Assist with the implementation of the Maa-nulth First Nations Treaty by supporting the Maa-nulth Implementation Committee, and the Toquaht Nation Standing Committee on Treaty Implementation.
- Participate in developing new and amended Toquaht Laws, Regulations and Policies
- Collaborate with staff and subject matter experts (internal & external) to understand Toquaht's unique circumstances
- Assess and prioritize engagement requests
- Develop maintain documents and tracking tools for legislative engagement activities
- Provide regular briefings and reports to Director of Operations and seek mandates from Executive as required
- Provide speaking notes for Executive attending political events

Qualifications and Experience

- Degree in Law, Indigenous law, Indigenous Governance, Political Science, or related field OR an acceptable combination of education, training, and/or experience.
- A minimum of 5 to 8 years of experience working in policy-based or advocacy related roles, or a senior position within government or similar field, with 3-5 years of management experience, preferably with a Modern Treaty Nation.
- Experience in research and analysis of legislation, policies and complex legal documents
- Experience presenting complex issues and opportunities to high-level officials and third-party stakeholders.
- Demonstrated experience preparing operational agreements, policy development, reports, and briefing notes.

Knowledge and Abilities

- Knowledge of Toquaht Nation vision, mission, and governance structure.
- Knowledge of the Maa-nulth Treaty.
- Familiarity with the culture and activities supporting Toquaht masčim.
- Knowledge of Canada's federal and provincial political systems and local governments in British Columbia.
- Knowledge and experience of financial matters, including funding and fiscal policy negotiations, would be an asset.
- Ability to analyze information and provide a balanced perspective of complex issues.
- Superior written and verbal communication skills with the ability to write, evaluate and edit a variety of documents such as reports, briefing notes and position statements.
- Ability to work in a team environment as well as independently, set priorities and meet multiple deadlines.



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- Ability to develop strategic direction and program implementation collaboratively with various stakeholder/community groups.
- A high attention to detail and strong levels of organization in a busy environment with shifting priorities.
- Ability to represent TNG on treaty matters in situations requiring sensitivity, confidentiality and conflict resolution skills.

Operational Requirements

- Must complete a satisfactory Criminal Records Check.
- Valid Class 5 BC Driver's License
- Understanding of/respect for the culture and heritage of First Nations Peoples
- Some travel, including overnight and/or weekends required with notice
- Always maintain confidentiality and professionalism.
- This position is currently located in Ucluelet

What We Offer

Toquaht Nation Government is please to offer a generous compensation package which includes:

- Salary range of \$85,563 - \$95,000/year
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- 3-weeks vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays
- 15 days of wellness leave annually
- Professional Development opportunities

To Apply

We invite qualified applicants to submit a resume and cover letter to careers@toquaht.ca, with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted.

Persons of Indigenous background will be given preference. S16(1) CHRA

This position is open until filled.