

<b>JOB TITLE</b>	Policy Coordinator
<b>MINISTRY/DEPARTMENT</b>	Government and Strategic Relations
<b>REPORTS TO</b>	Manager of Strategic Initiatives
<b>JOB FAMILY</b>	Professional/Expert
<b>CLASSIFICATION LEVEL</b>	Level 1
<b>DATE CLASSIFIED</b>	December 2025

## POSITION SUMMARY

The Policy Coordinator will support Government & Strategic Relations by working on a variety of federal, provincial, municipal and Indigenous government policy issues.

The Policy Coordinator plays a key role in identifying, analyzing, and addressing policy issues that affect the Métis Nation of British Columbia (MNBC) while also assisting in the development and implementation of strategies that foster positive relationships with government bodies. This position will be expected to provide effective policy support, research relevant legal and constitutional matters, and advance the Métis Nation’s policy objectives in B.C. and beyond.

## LOCATION

- Provincial Head Office – Surrey, BC.

## DUTIES & RESPONSIBILITIES

- Monitors and identifies emerging policy issues that may impact the Métis Nation and its members, including federal, provincial, municipal, and Indigenous government policies.
- Develops comprehensive reports and policy briefs that highlight key findings, issues, and actionable recommendations for internal stakeholders.
- Provides strategic policy analysis to guide decision-making processes and MNBC’s engagement with government bodies.
- Assists in the development of MNBC’s position on key policy and contributes to MNBC’s bilateral relationship with Canada.
- Provides policy support for the Métis Nation’s ongoing relationship-building efforts with the provincial government of B.C. and federal government representatives.
- Engages with government officials, stakeholders, and policymakers to represent MNBC’s position and priorities on policy-related matters.
- Participates in meetings, forums, and discussions that pertain to Métis issues, and prepares briefings and updates for internal stakeholders.
- Fosters strong professional relationships with key external stakeholders, including government representatives and Indigenous organizations.
- Maintains well-organized and comprehensive filing systems for both paper and electronic documents to ensure efficient access and retrieval of policy-related materials.
- Ensures all research and policy documentation is kept secure and confidential, and manages sensitive information in accordance with organizational policies.
- Assists in the coordination and preparation of materials for MNBC’s engagement in government relations

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processes, meetings, and events.

- Prepares internal and external communications to promote MNBC’s policy priorities, including writing memos, policy papers, and briefing notes for various audiences.

## OTHER

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

## Direct Reports

- None

## QUALIFICATIONS

- Diploma in Public Policy, Public Administration, Political Science, or related fields from a recognized post-secondary institution. Bachelor’s degree is preferred.
- Post-graduate education or specialized training in Indigenous governance, policy development, or public administration is an asset.
- Minimum one (1) year experience in public policy development, regulatory affairs, and/or legislation, preferably within the public sector or Indigenous organizations.
- Proven experience in conducting policy research, analyzing legal frameworks, and providing strategic input into governmental relations processes.
- Experience working with Indigenous communities or organizations and a strong understanding of Métis issues and governance models.
- Knowledge of federal and provincial political systems, processes, and the legislative landscape of Canada.
- Strong analytical skills with the ability to interpret and synthesize complex policy documents, regulations, and legal texts.
- Exceptional written and verbal communication skills, with the ability to articulate complex policy issues clearly and persuasively to a variety of audiences.
- Proficiency in Microsoft Office Suite and comfort using document management systems.
- Ability to manage multiple tasks and competing priorities in a fast-paced environment with strong attention to detail and accuracy.
- High degree of professionalism and discretion when dealing with sensitive and confidential information.
- Demonstrated ability to work independently and as part of a team, showing initiative, flexibility, and a proactive approach.
- Strong interpersonal skills with the ability to build and maintain effective relationships with internal and external

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stakeholders.

- A commitment to fostering an inclusive, respectful, and collaborative work environment.
- Available for occasional evening or weekend meetings and events may be required.
- Ability to travel within B.C. and nationally as needed.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

## MNBC VALUES

- **Manâcihitowin (Respect)** – We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** – We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** – We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** – We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** – We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** – We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** – We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.