

Policy Clerk:

The Secretariat of the Haida Nation is seeking an experienced individual to fill the role of a Policy Clerk for the CHN/SHN; the primary duties of this position are as follows;

- Provides information research and collection services in support of CHN/SHN policy development and management activities.
- Maintain past and current CHN/SHN policies whether approved or in draft form for review by the Policy Committee.
- Prepare annual work plans in conjunction with the Policy Committee.
- Provide monthly and annual reports to the Haida Nation through the Quarterly meeting processes and the House of Assembly.
- Works under the direction of the CHN Policy Committee and as such will prepare and implement these monthly meetings.
- Other related duties.

Qualifications:

- Extensive knowledge about Haida cultural principles, values and activities; history; political activities and objectives;
- Knowledge and skills in the use of computers and related software packages such as MS OFFICE: Word, Excel, Access to maintain databases and prepare own materials and graphics.
- Must have strong organizational and writing skills in order to accurately record key points in a discussion and draft appropriate documentation.
- Be able to communicate effectively both verbally and in writing.
- Must have a valid B.C. Driver's license.

Any interested applicants are to submit their resumes with a cover letter to the Secretariat of the Haida Nation, attention - May Russ, Administrator, Box 589, Masset, B.C., V0T 1M0 no later than 4:30PM on February 3, 2012. Wage rate is based on the current SHN Wage Classification for Clerical.