



JOB POSTING – RESEARCH & POLICY ANALYST

External Posting / June 4th, 2024

**Please submit a
resume and cover letter to:
chayward@ahma-bc.org**

*This posting will remain open until the
position is filled.*

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in urban, rural and Northern housing. We oversee the administration of operating agreements between housing providers and Aboriginal housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust. Every employee on our team is integral to ensuring our success and the success of the Housing Providers we serve.

**To learn more about AHMA and what
we do, please visit our website at:
www.ahma-bc.org**

Overview:

Ha7lh skwáyel– Squamish for "Good morning/afternoon."

Job Summary

The Policy and Research Analyst is a part of AHMA's policy team. The position works independently and as part of a team. The incumbent manages assigned research and policy deliverables that are intended to improve housing and well-being outcomes for Indigenous peoples. The Research and Policy Analyst will work with AHMA Operations Team, as well as range of stakeholders throughout government and in the non-profit sector.

Who we are looking for:

The Policy and Research Analyst is a term position available from July 2024-March 2025.

Training, Education, and Experience

- Post-secondary education in Public Policy, Community Planning, Indigenous Studies or a related discipline
- Knowledge of housing and homelessness policy and legislative landscape in BC, and across Canada
- Experience working within an Indigenous community
- Strong understanding of Indigenous health, social, cultural and justice systems and issues
- 1-3 years related experience working with marginalized populations and community resources
- 1-3 years related experience as a researcher and/or policy analyst, including:
 - Reviewing and analyzing relevant government legislation, regulation, and policy frameworks
 - Planning and coordinating complicated projects with a range of stakeholders, including Indigenous organizations
 - Writing clearly and concisely, including briefing notes and research reports
 - Conducting literature reviews/environmental scans of both academic and grey literature
 - Preparing meeting materials and coordinating project team meetings
 - Providing written and verbal advice to senior management

(A combination of education and experience may be taken into consideration)

Critical Success Factor:

The core of our business is serving the Aboriginal community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Aboriginal people and Aboriginal culture, preferably with strong British Columbia connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Aboriginal ancestry or working closely with Aboriginal communities. Preference will be given to applicants of Aboriginal ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – Squamish for "We are thankful to you all."



JOB DESCRIPTION – RESEARCH AND POLICY ANALYST

Reports to: Director of Operations, Policy Team

ROLE DESCRIPTION

Reporting to the Director of Operations, the Research and Policy Analyst contributes to the success of the organization by providing research and policy analysis support to AHMA's Operations Team. This includes reviewing and analyzing relevant government legislation and policy frameworks to understand implications for AHMA member societies and BC's Indigenous housing sector in BC. Additional responsibilities include planning and coordinating complicated projects with a range of stakeholders, preparing concisely written briefing notes and research reports, conducting literature reviews/environmental scans of both academic and grey literature, qualitative and quantitative data analysis, as well as preparing meeting materials and coordinating project team meetings and external advisories.

This role supports AHMA's Operations execute and advance key policy and research initiatives in identified in our strategic plan to advance Indigenous housing rights and interests of Indigenous housing providers across BC.

This position is available as a part-time or full-time short-term position from July 2024-March 2025. Applicants should indicate their preference for full or part-time work in their Cover Letter. This position is available fully remote, or through hybrid based out of West Vancouver. Successful candidates with First Nations status may be eligible for tax exemption.

KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Interacts with and supports housing providers by applying understanding legislative and regulatory implications
- Provides access and creates effective resources for housing providers
- Plans, organizes meetings and prepare meeting materials to support engagement with key stakeholders and government representatives
- Participates in policy analysis and research projects to advance AHMA and member strategic priorities
- Conducts analysis on structural challenges, opportunities and successes and proposes actionable recommendations for advancement
- Maintains and develops relationships with social service and social justice agencies to coordinate and improve approaches and responsiveness to housing providers and their communities
- Builds and maintains relationships within the network in BC, both Indigenous and non-Indigenous
- Works with the AHMA Operations team to increase and facilitate the understanding of housing providers of the implications of systemic inequities and failures, and increases access to culture-based and culturally safe supports for housing providers
- Prepares letters, reports, briefing notes, position papers, literature reviews, quantitative and qualitative analysis etc.
- Participates on committees, government tables and working groups as directed



EDUCATION & EXPERIENCE

- University degree in Public Policy, Planning, Indigenous Studies or a related field
- Experience working from an Indigenous lens
- Experience as a researcher and/or policy analyst
- Experience conducting literature reviews and/or environmental scans
- Experience in Indigenous-grounded research is an asset
- Experience with thematic or qualitative analysis is preferred
- An equivalent combination of education, training and experience may be considered

KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and written communication skills
- Knowledge of Indigenous culture and governance models across BC and Canada
- Knowledge of BC housing and homelessness landscape, and provincial and federal policy frameworks
- Able to work independently or as part of a team, with strong interpersonal skills and a positive work ethic
- Well-developed skills in prioritizing, organization, decision-making, and time management
- Strong computer skills in Microsoft Office, and experience utilizing software platforms to undertake qualitative and quantitative data analysis
- Focused, versatile, dependable, task-oriented, flexible, positive
- Able to adapt effectively to changing circumstances and challenging situations
- Excellent personal motivation with a proven ability to build relationships and work collaboratively in a team environment
- Ability to create strong strategic relationships and partnerships with internal and external connections
- Proven adaptability to differing cultural and business environments
- Ability to work independently and successfully meet deadlines

Salary: Hourly rate of \$35 to \$40 depending on combination of experience and education.