

Policy Program Assistant

www.forestrycouncil.ca

201 Milton St. Nanaimo, BC V9R 2K5



POSITION PROFILE

Position Title:	Policy Program Assistant
Reports to:	Policy Program Manager
Employment Type:	Internship (4 months up to 1 year)
Job Location:	Nanaimo or Remote within BC
Salary Range:	\$27.46/hour

Role Purpose

The Policy Program Assistant provides administrative, logistical, and coordination support to ensure the First Nations Forestry Council's Policy Program operates smoothly and effectively. Working closely with the Policy team, the role supports coordination of working groups, documentation, meeting logistics, and development of policy-related materials.

This internship is designed as a learning-focused role, providing exposure to Indigenous-led policy development, forest governance, and collaboration with First Nations, government, and sector partners. The role is well suited to someone who is organized, curious, and interested in developing skills in policy support, coordination, and outreach.

About the Forestry Council

We are a non-profit organization dedicated to supporting and empowering First Nations individuals, businesses, and governments in increasing their leadership and participation within British Columbia's forest sector. Our mission is to provide and enhance access to vital information, tools, resources, and support, empowering First Nations to seize opportunities and make informed decisions that will revolutionize the British Columbia forest sector. Through engagement, collaboration, and respect for traditional laws and protocols, we strive to unite diverse communities to shape the sustainable management of forests for future generations. Our work is organized into three core areas:



Forest Governance:

Supporting First Nations in becoming full partners in forest governance and stewardship. We assist with policy development and reform, helping First Nations governments navigate complex policy environments and increase their role in shaping forest policies across the province.



Workforce Development:

The Workforce program area supports Indigenous individuals to discover, access, and advance careers in the forest sector. This work focuses on strengthening career pathways through employer partnerships, education and training supports, and access to job opportunities, career discovery tools, scholarships and training.



Business Development:

Assisting First Nations businesses in identifying opportunities and achieving long-term economic success in forestry.

By serving as a central resource for First Nations communities, the Forestry Council ensures that the information, resources, and opportunities needed to thrive in the forest sector are within reach. Together, we are building a future where First Nations are at the forefront of sustainable forest management in British Columbia.

What Success Looks Like

In the first 6 months:

- Policy program files, templates, and records are well organized
- Meetings, working groups, and events are effectively supported
- Briefings, notes, and summaries are accurate and timely
- The Policy team can rely on consistent follow-through

Over time:

- Policy workflows and documentation are improved
- Tracking and coordination tools are maintained and refined
- The intern demonstrates growing confidence and independence

Core Responsibilities

- Policy program coordination and administrative support
- Meeting and working group logistics and documentation
- Drafting and editing briefings and correspondence
- File management and tracking tool maintenance
- Internal and external coordination support
- Event and forum preparation support

Working Conditions & Realities

- Primarily remote with optional office-based work in Nanaimo
- Regular business hours with some flexibility
- Clear supervision, guidance, and learning support provided

Ideal Experience & Attributes

- Some post-secondary education or relevant lived, volunteer, or work experience
- Interest in First Nations land stewardship, forestry, or environmental policy
- Strong organization, time management, and communication skills
- Comfort using Microsoft Office and shared digital tools
- Willingness to learn, take feedback, and grow skills
- Alignment with Indigenous-led and community-centered approaches

Under Section 42 of the BC Human Rights Code, preference will be given to Indigenous applicants. Candidates who wish to qualify for preferential consideration must self-identify in their cover letter.