

Prospectors and Developers Association of Canada (PDAC)

Analyst, Indigenous Affairs

Hiring Range: \$70,000 - \$80,000 on an annual basis.

Placement within this range is based on relevant experience and internal equity.

Position Context: This posting is for a current vacancy.

Working Arrangement: Hybrid, attendance at the office required 1 day per week, plus in-person meetings and on-site attendance for required events.

Position Overview

Reporting to the Senior Director of Policy and Programs, the Analyst, Indigenous Affairs leads the development and delivery of PDAC's Indigenous Affairs Program, supporting collaboration and constructive relationships between the mineral exploration and development industry and Indigenous Peoples in Canada.

Working at the intersection of mineral exploration, Indigenous relations and public policy, the Analyst researches and analyzes emerging issues, contributes to the development of industry policy positions and practical resources, and supports engagement with Indigenous organizations, government and other stakeholders.

A significant component of the role involves working closely with PDAC's Indigenous Affairs Committee. The Analyst coordinates and supports the Committee's work, facilitates discussion on mineral exploration, Indigenous relations and policy issues, and helps advance projects and initiatives that support responsible mineral exploration and meaningful Indigenous participation in the sector.

This position offers an opportunity to contribute to Indigenous affairs and mineral exploration and broader mineral-sector issues at a national level while working with mineral exploration industry leaders, Indigenous organizations, government representatives and other stakeholders.

Key Responsibilities

Committee Leadership

The successful candidate will be responsible for planning and coordinating meetings of the Indigenous Affairs Committee, including supporting annual work planning, managing project deliverables, preparing materials, and ensuring appropriate follow-up.

This includes facilitating effective discussion among committee members on Indigenous relations and issues affecting mineral exploration and development, supporting consensus on policy positions and strategies, and providing updates and recommendations on ongoing projects, regulatory matters, and Indigenous engagement initiatives.

Research and Analysis

The incumbent monitors, researches, and analyzes Indigenous relations, regulatory and public policy issues affecting mineral exploration and development in Canada. This includes preparing briefing materials, reports, position papers, and other resources that support informed decision-making and advocacy. A key part of the role is translating complex technical, regulatory, Indigenous relations and policy information into clear, accessible materials for PDAC members and mineral exploration industry stakeholders.

Advocacy and Policy Development

This position supports the development of evidence-based policy positions by identifying research needs, managing related projects, and drafting submissions, letters, and communications to government and external stakeholders. This work focuses on issues affecting mineral exploration and development, including Indigenous participation, consultation, engagement, land access and other matters relevant to Indigenous Peoples and the mineral exploration industry. The role also contributes to external communications, including website content, press releases, and social media materials that support advocacy initiatives.

Member Services

This role provides guidance, tools, resources, workshops, and presentations to support PDAC members and mineral exploration companies and professionals in Indigenous engagement. This includes helping members understand and respond to common Indigenous relations and mineral exploration industry issues, while encouraging collaborative problem-solving and the sharing of effective practices.

Outreach and Partnerships

In this capacity, the successful candidate will build and maintain relationships with national Indigenous organizations, government representatives, mineral exploration and development industry stakeholders, and other external partners. This includes representing PDAC and the interests of Canada's mineral exploration sector at meetings, conferences, and workshops, as well as supporting partnerships and collaborative initiatives that strengthen PDAC's network and advance the association's goals.

Project Management

The incumbent will lead the development and delivery of the Indigenous Program at the PDAC Convention, including program planning, speaker coordination, event logistics, and budget oversight. The program brings together Indigenous representatives, government and mineral exploration industry participants to explore issues, opportunities and effective practices relevant to the sector. The Analyst also leads the Indigenous Ambassador Program, including applicant coordination, mentorship and networking opportunities, and onsite execution. In addition, the role oversees committee-related projects and contributes to other PDAC mineral exploration industry events and initiatives as required.

Organizational Support

This position maintains accurate records and documentation for program activities, supports reporting and program evaluation, and provides input into budget planning for assigned program areas. This includes monitoring expenditures related to Convention initiatives and supporting organizational communications, including content development for social media and other platforms.

Qualifications Required

- Bachelor's degree in a relevant field (e.g., economics, geoscience, political science, Indigenous studies, natural resource management, or a related field) or an equivalent combination of education and experience.
- 2–3 years of relevant experience in mineral exploration or mining, Indigenous relations or engagement, natural resource policy, regulatory affairs, policy analysis or advocacy. Experience working within or directly supporting Canada's mineral exploration and mining sector is strongly preferred.
- Knowledge of Indigenous engagement practices and relevant legal and regulatory frameworks in Canada, including the Crown's Duty to Consult and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).
- Knowledge of land-related issues affecting mineral exploration and development, including land access, land use planning, protected areas and conservation strategies.
- Understanding of the Canadian mineral exploration industry, including the relationship between mineral exploration activities, Indigenous communities, land access and regulatory processes, is an asset.
- Experience working with First Nations, Inuit or Métis communities, organizations or Indigenous relations initiatives is a strong asset.
- Experience working with mineral exploration companies, mining companies, industry associations, government agencies or natural resource organizations is an asset.
- Proficiency in Microsoft Office Suite, including Excel, Word, PowerPoint and Outlook.
- Strong research and analytical skills, with an ability to synthesize key points from complex information.
- Excellent written, editorial, and oral communication skills.

- Demonstrated organizational skills, with the ability to prioritize tasks, meet deadlines, and produce high-quality deliverables.
- Effective problem-solving skills and the ability to navigate complex group dynamics involving members from diverse backgrounds and viewpoints.
- Proven capabilities in developing professional networks and building productive stakeholder relationships.

The successful candidate will be working in a hybrid work model, with the requirement to attend the PDAC office 1 day per week, as well as in-person meetings and on-site attendance for required events. The PDAC office is located at 170 University Avenue, Suite 800, Toronto, Ontario.

Applicants are requested to submit a cover letter and resume to hr@pdac.ca.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.

PDAC does not use automated decision-making or artificial intelligence tools to screen or assess candidates for this role.

PDAC is committed to fair and inclusive hiring practices and will provide accommodations, upon request, to support participation in all stages of the recruitment process.