

# SKEENA FISHERIES COMMISSION

3135 Barnes Crescent Kispiox, British Columbia V0J 1Y4

[www.skeenafisheries.ca](http://www.skeenafisheries.ca)

250 842-2213

## Job Title: EVENT PLANNING SUMMER INTERN

### Hiring Two Positions

#### Organization: Skeena Fisheries Commission - Business Development Team

[Skeena Fisheries Commission](#) (SFC) is the Skeena Watershed First Nations organization that focuses on fisheries management, science, and conservation. SFC is now the administrative host of the [Business Development Team \(BDT\)](#), a team of advisors who work with First Nations Commercial Fishing Enterprises (CFEs) that are participating in the [Pacific Integrated Commercial Fishing Initiative \(PICFI\)](#) program. The BDT currently works with 27 First Nations owned and operated Commercial Fishing Enterprises in coastal and interior BC. Beyond offering advisory services in aquaculture, commercial fishing, capacity building and training, the BDT also functions as a connection hub for fisheries managers, staff and board members. This includes maintaining a website, hosting online discussion forums and workshops, and in-person events (when permitted due to COVID restrictions and concerns).

#### Work Tasks and Responsibilities:

The Business Development Team (BDT) is seeking two Event Planning interns to assist with the development of a conference for Commercial Fishing Enterprises (CFEs). We are looking for individuals who want to grow their skills in all aspects of the event planning process, including venue selection, sponsor recruitment, vendor selection and event schedule. **Please note, the BDT is a remote team, and the successful candidates will be based in a home office set up.**

#### Responsibilities

The successful candidates will work with the Business Development Team to:

- Assist with all aspects of planning the 2023 Commercial Fisheries Enterprises conference
- Participate in client consultation and outreach
- Assist in site and vendor selection and negotiating the best possible rates and terms
- Assist with the development of the event schedule
- Assist in creating event promotion and outreach through media and social media channels, and email blasts
- Order supplies needed for events and ensure items arrive in a timely fashion
- Communicate with clients to deliver updates and arrange details
- Propose new ideas to improve the event planning and implementation process
- Track event milestones and report on key metrics
- Other duties as required

#### Qualifications

- A background in planning and executing events of varying sizes, either through work experience or education
- Experience with working with First Nations communities and/or clients is an asset

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- Knowledge of the commercial fishing industry is considered an asset
- Ability to coordinate external vendor resources and build relationships
- Good communication skills, particularly when working with a variety of audiences
- Strong interpersonal skills - personable, helpful, knowledgeable, and non-judgmental
- Ability to multi-task and adapt to changing priorities and duties
- Familiar with Word, Excel, PowerPoint, Zoom or Microsoft Teams, and various social media platforms
- Demonstrated project management skills
- Ability to work independently and as part of a team
- Strong time management skills

## Eligibility

This position is funded by a Canada Summer Jobs grant. To be eligible, the individual must:

- be between 15 and 30 years of age (inclusive) at the start of the employment
- be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

*\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents*

## Indigenous Hiring Preference & Diversity

Skeena Fisheries Commission (SFC) prioritizes hiring, supporting, and training qualified Indigenous candidates from the Member Nations and/or other qualified Indigenous candidates for available positions within SFC wherever possible. Such preference is not discrimination under the Canadian Human Rights Act.

Diversity is a core value of SFC, and SFC will consider contribution to diversity in the workplace as a positive factor in making all hiring decisions. There shall be no discrimination against any employee or prospective employee on the grounds set out in the Canadian Human Rights Act, including race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

## Hours and Wage

Job length: 16 weeks

Hours: 30 hours/week – Monday to Friday

Pay: \$21/hour

Desired start date: as soon as possible

To apply, please send your resume and cover letter to [fsalazar@skeenafisheries.ca](mailto:fsalazar@skeenafisheries.ca) by May 20, 2022 at 4pm.

