

B.C. First Nations Fisheries Council

Job Title:	Project Coordinator- Fisheries and Aquaculture (2 positions)
Location:	320 – 1200 W 73 rd Avenue
Level/Salary Range:	\$45,000 - \$55,000 (commensurate on experience) (+ training, Full-Time Position) <i>(Position may be extended subject to funding)</i>
Travel Required:	Yes, as necessary – within BC
Position Type:	Full-time, salaried / Vancouver, BC - based



FIRST NATIONS
FISHERIES COUNCIL

Job Purpose:
<p>The Project Coordinator function is to maintain strong relationships through supporting FNFC processes, liaise with First Nations organizations, government agencies, and other FNFC partners to advance and support the interests of BC First Nations as it relates to fisheries, aquaculture, aquatic resources management, and policy. Reporting to the Program Manager, the Project Coordinator will have the opportunity to gain experience and skills in many areas including program administration (logistics and budgeting), project execution, policy analysis, and building collaborative working relationships.</p> <p>In addition, this role presents the opportunity to demonstrate leadership, adaptability, flexibility, and support in the development of broader FNFC collaborative initiatives, communication materials, and report/briefing research, analysis, and writing.</p> <p>FNFC is hiring for two Project Coordinator vacancies, one with our Fisheries team and one with our Aquaculture team.</p>
Job Description:
<ul style="list-style-type: none"> • Work closely with managers and sector team to support implementation of FNFC projects and initiatives • Work with manager to understand and assist with tracking all work and develop workflow processes • Active trouble shooting, modification of activities/schedules as needed • Key role to support the coordination of meetings, forums, workshops, conference calls and other events, including logistical planning and budgeting • Oversee and prepare communications with participants, including preparing meeting packages, meeting minutes, and preparation of summaries/reports • Engagement of First Nations, Government, NGOs and others to manage/track participation, communications, etc. as needed • Prepare and edit communication materials and correspondence • Track and organize key documents, communications, etc. (file management) • Track budget expenses within an approved project budget, and supporting budget forecasts • Provide general support for FNFC programs and initiations as required

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Skills/Qualifications:			
<ul style="list-style-type: none"> • Post-secondary degree in environmental studies, fisheries, aquaculture, resource management, public administration, Indigenous studies, or a related field, OR an equivalent combination of education and experience. • Experience working with BC First Nations communities and/or First Nations organizations. • Experience conducting research and analysis. • Working knowledge of aquatic resource management and related legislation and policy, including issues related to aquaculture and Pacific fisheries • Working knowledge of BC First Nations and their constitutional rights regarding aquatic resources. • Highly organized with strong attention to detail skills. • Ability to work effectively as part of a team and independently. • Ability to take initiative and demonstrate leadership. • Ability to multi-task and set priorities effectively, including early identification of issues/problems that may arise • Excellent oral and written communication skills. • Strong critical thinking and problem-solving skills. • Knowledge of MS Office is required – Word, PowerPoint, Outlook and Excel • Excellent interpersonal and collaboration skills with ability to interact professionally with a wide range of individuals and organizations • Adaptability to a dynamic, ever-changing work environment, and possess the ability to be flexible 			
Reviewed By:	Janson Wong	Date:	June 1, 2022
Approved By:		Date:	
Last Updated By:	Mike Gray	Date/Time:	June 1, 2022