



Employment Opportunity

Job Title: LFFA Program Assistant
Location: Abbotsford, BC
Term: Full-time Position to March 31, 2023. Possibility of extension subject to funding.
Start date: ASAP
Wage: Competitive, annually, negotiable subject to experience and qualifications, salary range 45k to 53k
Reports to: LFFA Program Manager

BACKGROUND:

The Lower Fraser Fisheries Alliance currently comprised of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon of which twenty-three are signatories to the LFFA Society. The organization is guided by an Executive Committee who is directed by the leadership of the Lower Fraser First Nations. The LFFA is in an exciting stage of development that advocates and supports collaboration of First Nation communities, leaders and their members.

The fishery initiatives include coordination of fishery dialogue forums, capacity building, engagement with DFO and other fishery organizations, and development of fisheries management frameworks.

BASIC FUNCTIONS:

The role of the Program Assistant is coordination, planning, program development, financial monitoring and reporting, and technical support to fisheries program staff, the Executive Director and Executive Committee. Activities will include:

1. Assist in all aspects of the LFFA communications and coordinating distribution and contact lists.
2. Assist in monthly (or more) updates of Website calendar, information, etc.
3. Assist with processing accounts payable and receivable.
4. Assist with audio and technical equipment set up for LFFA Forums, meetings and conferences.
5. Meeting coordination and conference planning including clerical financial activities.
6. Preparation of agendas, record meeting minutes and dissemination of minutes.
7. Other duties and administrative support to the LFFA Program Manager.

SKILLS AND KNOWLEDGE REQUIRED:

- Demonstrated skills with communications, planning, administrative assistance and coordination.

- Knowledge and appreciation of First Nations culture and how culture impacts the development of individuals and communities.
- Exceptionally strong writing and oral communication skills
- Demonstrated ability to communicate and work effectively with First Nations communities and service providers.
- Demonstrated interpersonal skills that promote mutually beneficial and respectful professional relationships.
- Practical knowledge of federal, provincial and aboriginal organizations.
- Professional commitment, flexibility and good problem and dispute resolution skills.
- Ability to balance competing priorities and work under pressure.
- Computer literacy on Microsoft Word, Excel, PowerPoint, Publisher, Adobe Suite, and other computer software.
- Valid Class 5 B.C. Driver's License required.
- Criminal Records Check required.

OTHER REQUIREMENTS/ASSETS:

- At minimum, a Grade 12 education with Post-Secondary courses in Business Administration, Public Relations, Journalism, Information Management and/or Communications;
- Three years of experience working in a similar position.
- Experience in developing promotional activities.
- Demonstrated ability in managing and implementing media and related public relations strategies.
- Demonstrated leadership and team building skills.
- Experience generating and maintaining electronic distribution lists.

Application Deadline: This Employment Opportunity will remain posted at lffa.ca until the position has been filled.

Interested candidates should submit their resume, 3 letters of reference and cover letter to:

**Attn: Rosalie Hope , Program Manager
Lower Fraser Fisheries Alliance
2788 Sumas Mtn. Rd.
Abbotsford BC V3G 2J2**

Tel: 604-217-5585
E mail: rosalie.hope@lffa.ca

Only those selected for an interview will be contacted. Preference is given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code.