

# EMPLOYMENT OPPORTUNITY

## POSITION TITLE: Project Coordinator



FIRST NATIONS  
FISHERIES COUNCIL

The FNFC is a unique, progressive organization that offers an exciting opportunity to join a small, dedicated team passionate about advocating for the Rights of First Nations in BC, while protecting and enhancing the health of our aquatic resources. Through the *BC First Nations Fisheries Action Plan*, First Nations in BC have mandated the FNFC to support, protect, reconcile, and advance First Nations Rights and common positions through a united front and a united voice. FNFC works to develop the necessary capacity and relationships that enable First Nations in BC to influence the integrated planning and management of fisheries and aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a coherent process, messaging and a united voice on fisheries and aquatic resource issues.

### Position Summary:

The First Nations Fisheries Council is seeking three (3) energetic, organized, hard-working individuals to join our organization as Project Coordinators with our Habitat and Environmental Protection (HEP) and Policy and Fisheries Management (PFMU) sectors. Each sector has a focus on advancing the *BC First Nations Fisheries Action Plan*, and working with First Nations to enable the protection and recovery of wild Pacific salmon, and other fish species, and their access to safe and healthy freshwater habitat. Project Coordinators will have the opportunity to gain experience and skills in the areas of program administration, project execution, and building collaborative working relationships. Project Coordinators will support various sector initiatives including supporting First Nations participation in engagement processes and programs, liaise with First Nations organizations, government agencies, and other FNFC partners to advance and support fish and aquatic habitat related interests of First Nations in BC. In addition, this role presents a unique opportunity to demonstrate leadership and the ability to support organizational growth through the development of communication materials, report/briefing research, analysis, and writing.

### Description of Role:

- Support implementation of workplans, budgets, and drafting of reporting requirements
- Prepare comprehensive meeting summaries, reports, discussion papers, briefing notes, and support the development of other written internal and external communications
- Work closely cross-organizationally, including with Coordinators, Managers and Senior Managers, to ensure program implementation is consistent with strategic development of the organization
- Coordinate meetings, forums, workshops, conference calls and other events, including logistical planning and budgeting
- Track and organize key documents (file management)
- Oversee and prepare communications with participants, including preparing meeting packages, meeting minutes, and preparation of summaries/reports
- Provide support to BC First Nations and organizations through research, analysis, reports, correspondence, and attending relevant workshops
- Build and maintain collaborative working relationships with FNFC partners advancing collaborative activities, program design and implementation of sector activities

## What We're Looking For:

- You want to make a difference for First Nations in BC
- You are willing to take the time to invest and learn the BC First Nations landscape
- You are a team player that fits our culture
- You are adaptable to the changing environment of opportunities
- You are not afraid to roll up your sleeves to get the work done
- You have excellent communication skills
- You have a good understanding of financial accountability
- You know when to take initiative and when you need to ask for further direction

## Education, Experience, and Competencies:

- Post-secondary degree in environmental studies, natural resource management, 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, analysis, preparing briefing notes, developing recommendations, and drafting correspondence and comprehensive reports
- Highly organized with strong attention to detail
- Ability to work effectively as part of a team and independently
- Ability to take initiative and demonstrate leadership
- Excellent oral and written communication skills
- Strong critical thinking and problem-solving skills
- Working knowledge of First Nations in BC and their constitutional rights regarding aquatic resources
- Working knowledge of aquatic resource management in BC and related legislation and policy

## What We Offer When You are the Right Fit:

- Salary/year - \$55,000 - \$66,000 – commensurate with experience
- Opportunity to get directly involved with First Nations in BC
- Health benefits plan (medical and dental)
- Pension Plan matching 5.5%
- 3 weeks of annual vacation
- 37.5 hours/week, 4 days/work week

## JOB LOCATION:

The FNFC office is located at 320 – 1200 West 73<sup>rd</sup> Ave., Vancouver BC.

## APPLICATION DEADLINE:

Applicants are asked to email letters of application and resume, providing details of work experience and three references before **5:00 pm on Friday August 2nd, 2024** to:

**E-mail:** [careers@fnfisheriescouncil.ca](mailto:careers@fnfisheriescouncil.ca)

**Subject line:** **FNFC Project Coordinator**

The FNFC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however qualified Indigenous applicants will be given priority. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interview will be contacted.**

**The posting may remain open until a qualified candidate is hired.**