



Quatsino First Nation

305 Quattishe Rd

Coal Harbour, B.C

V0N 1K0

Phone: (250) 949-6245

Fax: (250) 949-6249

Employment Opportunity Quatsino First Nation Fisheries Coordinator Full-time Position (35 hours per week)

The Quatsino First Nation is seeking a full time fisheries coordinator to manage the day-to-day operations of the Fisheries Program. We are looking for someone who is well organized and a great multi-tasker. The ideal candidate will work well independently and as part of a team. The ideal candidate will also have strong computer skills and the ability to interpret and enforce policy.

Position Summary:

(For a copy of the full job description please contact the Band office)

Reporting to the Director of Lands and Resources, the Fisheries program represents a wide variety of initiatives and projects that include planning and the operational management of natural resources such as water, fish and wildlife with the goal of ensuring long-term sustainability throughout the Nation's lands and marine territory.

Primary Responsibilities:

- Managing the Aboriginal fisheries activities within the traditional territory.
- Coordination of policy and program development in the area of QFN fisheries management and related activities
- Manage QFN and Gwabalis commercial fishing licenses.
- Management of QFN's Aboriginal Fisheries Strategy agreement with DFO
- Management of other related contracts, including Canadian Food Inspection Agency and Environment Canada
- Liaise with government and industrial agents in areas impacting QTT Lands and Resources
- Develop a program for and supervise the Quatsino Territorial Guardians (2-3 staff, vessel and vehicle)

Qualifications:

- 5 years previous experience in a similar role
- Experience in working with science and engineering consultants
- Experience applying for grant writing and grant administration
- Valid 5 BC Drivers licence



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Knowledge and skills:

- Maintain up to date Food Social & Ceremonial (FSC) permit system, arrange community food fishery, verify catch, participate in distribution
- Incorporate Fisheries & Oceans guidelines & authority into QFN fishery work plans. Align First Nation Fisheries Council advancements into QFN work plans as needed. Attend workshops, etc.
- Excellent communication skills with the ability to work with people from various backgrounds related to first nation Fishery Management
- Maintain account with DFO's National On-line Licensing System (NOLS) and AFS, renew and issue licenses, issue lease agreements, process payments
- Maintain schedule, work plan & reporting with all additional contracts & government agencies.
- Regular meeting and reporting to QFN Lands & Resources and Chief and Council
- ability to maintain confidentiality
- ability to interpret and enforce policy
- computer skills including Microsoft office required
- Respect for Quatsino First Nation culture

While we thank you for your interest in working with the Quatsino First Nation, only those short listed will be contacted.

Please apply with cover letter and resume no later than 24:00 midnight January 31, 2020.

Attention:

James Wallas, Band Administrator
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Coal Harbour, BC V0N 1K0
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Email: ea@quatsinofn.ca