



## Northern Shuswap Tribal Council Employment Opportunity Fisheries Coordinator

### Job Summary:

The Fisheries Coordinator contributes to the overall success of the organization by effectively carrying out operational duties and coordinating support functions within the NSTC Fisheries Program while providing back up support to other departments of the Society. This position focuses on providing effective, professional, and timely assistance and solutions to administrative needs and requirements.

### Duties and Responsibilities

#### A: Operations:

1. Assists the Fisheries Manager in developing and implementing an operational plan aligned with the strategic direction of the program and society
2. Assists the Fisheries Manager in meeting regularly with communities and natural Resource Staff;
3. Attends meetings as directed by the Fisheries Manager and prepare summaries of those proceedings
4. Oversees the Catch Monitoring Program, including assistance in hiring and orientation of staff
5. Oversees and participates in fisheries projects as required and directed by the Fisheries Manager

#### B: Administrative:

1. Performs day-to-day administrative/clerical duties, including filing, photocopying, faxing and processing correspondence, as well as keeping the office organized and well maintained
2. Prepares for team meetings including organizing notifications, agendas, facilities, and preparing packages
3. Coordinates the scheduling of fisheries program activities, including developing and disseminating schedules
4. Maintains the NSTC Fisheries database and other computerized files
5. Records meeting minutes; types and disseminates minutes; Ensures meeting minutes are properly stored
6. Assists colleagues in the completion of timesheets, travel, invoices, etc.

### Education & Work Experience

- Diploma in Natural Resources Management, Fish Biology, or a related field;
- Two years' natural resources experience in a similar position, or related experience
- Experience supervising and managing staff would be an asset
- Two to four years of fisheries technical experience would be an asset
- Some administrative, clerical, coordination or executive support experience is an asset to this position and a desire to upgrade if necessary is essential;

For a complete Job Description and application package visit the Job Postings section of our website @ [www.nstq.ca](http://www.nstq.ca):

Please submit applications to:

Attention: Marg Shelley, Executive Director

Northern Shuswap Tribal Council 17 First Avenue South, Williams Lake, BC V2G 1H4

Email: [administration@nstq.org](mailto:administration@nstq.org); Phone: (250) 392-7361, ext. 200 or 1- 888 – 392 - 7361 Enquiries only

**APPLICATION DEADLINE: July 21, 2022 at 4:00 pm**

Applications will be accepted by fax (250)392-6158, hand delivery, email, or by post.

Please provide a cover letter, resume and availability. **\*\*NOTE\*\*** Applications received after 4:00 PM on July 21, 2022 will not be considered. Only those selected for an interview will be contacted.