

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Program Manager, Fisheries



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 an experienced, organized, and adaptable person to join our team as the Program Manager, Fisheries. The Program Manager will work as part of the FNFC's Policy and Fisheries Management Unit (PFMU) sector, and help advance *Theme 2: Aquatic Resource Sharing (Allocation)* and *Theme 4: Aquatic Resource Management* of the *BC First Nations Fisheries Action Plan*. The Program Manager, Fisheries will be responsible for developing, managing and implementing sector program portfolios (such as the *FNFC Salmon Coordinating Committee* and *Pacific Salmon Commission First Nations Caucus*), and working directly with the Senior Manager to advance sector and organizational objectives. Qualified individuals should have experience developing and managing work plans and budgets, communicating to senior management on program status and progress, experience providing oversight to staff. Assets to this role include experience working with partners, familiarity with Pacific region fisheries, and experience working with Indigenous communities. The successful candidate will have experience in building and maintaining strong relationships with First Nations organizations by taking a positive and solutions-oriented attitude.

Description of Role:

- Develop and implement workplans for responsible programs and projects
- Manage program and project activities and delivery, ensuring successful completion of responsible workplan deliverables and products
- Prepare comprehensive reports, discussion papers and briefing notes, and support the development of other written internal and external communications, including meeting summaries as necessary
- Develop proposals, budgets and contractor scopes of work
- Manage program and project agreements and associated budgets
- Compose and review internal and external communication documents
- Convene and facilitate working group meetings
- Work closely with Senior Manager, PFMU, to contribute to sector strategic development, visioning, and identification/development of opportunities and in coordination in support of FNFC objectives
- Support the PFMU Senior Manager to prepare sector quarterly and year-end reports and budget forecasts
- Build and maintain collaborative working relationships with FNFC partners advancing collaborative activities
- Provide support to BC First Nations and organizations through research, analysis, reports, correspondence, and attending/leading relevant workshops

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, geography, Indigenous studies, OR an equivalent combination of education and experience
- Experience in management and supervision
- 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
- Excellent oral and written communication skills
- Strong critical thinking and problem-solving skills
- Experience chairing, planning, organizing, and facilitating meetings
- Financial accountability and budget oversight, ensuring workplan budgets are expensed per negotiated agreements
- Ability to multitask and work on multiple projects at a time
- Working knowledge of aquatic resource management and related legislation and policy
- Knowledge of First Nations in BC and their constitutional rights regarding aquatic resources

What We Offer When You are the Right Fit:

- Salary/year - \$77,000 - \$88,000 – 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 73rd 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 Wednesday August 21st, 2024**, to:

E-mail: careers@fnfisheriescouncil.ca

Subject line: **FNFC Program Manager, Fisheries**

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.