



NORTHERN NATIVE FISHING CORP.

Mailing Address:

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Prince Rupert, BC
V8J 3Y1

Administration:

#160-110 1stAve. W
Prince Rupert, BC
V8J 1A8

Contact:

Tel 250.627.8486
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Email nnfc@citywest.ca

Job Title: Fisheries Training Administrator

Job Type: Full Time contract for 2 years. Possible extension

Location: Prince Rupert

Salary range: \$45,000 - \$52,000 per year, plus 12% in lieu of benefits

Application closing date: January 6, 2025

Anticipated start date: February 3, 2025

Who We Are

The Northern Native Fishing Corporation (NNFC) is owned equally by the Gitksan Nation, Nisga'a Nation and North Coast First Nations Society, which represents the Tsimshian Nation. The Corporation was launched in 1982 as a joint management strategy between the Government of Canada and the three First Nations governments to improve the affordability of fishing for First Nations fishers through the establishment of a licence bank. Through this process, the Corporation holds licenses and/or quota that is leased back to members at reduced or "fair trade" rates, which in turn improves the economic viability of the fishery and secures access for members. NNFC continues to support First Nations' participation in the Pacific commercial fishing industry by diversifying its holdings through a licence alternation program. This process will give NNFC fishers the opportunity to harvest a variety of species that ensures the benefits from fisheries flow back to active fish harvesters and their communities.

About the Opportunity

This position will play an important part in the implementation of NNFC's licence alternation process. Reporting directly to the General Manager, the Fisheries Training Administrator will be responsible for coordinating the Corporation's training programs, as well as supporting the administration of the Corporation's licence bank. The Fisheries Training Administrator job responsibilities and time commitments are:

- 75% Training Coordinator
 - Work with NNFC General Manager and Training Contractors to implement fisheries training plans
 - Register NNFC fishers in appropriate training programs
 - Assist with the scheduling of certified mentors and harvest training programs
 - Support NNFC fishers to successfully complete their training programs
 - Provide up-to-date information to NNFC fishers on safety, training, and certification requirements
 - Complete post-training surveys
 - Maintain records of training activities and certifications for NNFC fishers
- 25% Licencing Administrator
 - Update licence databases
 - Review licence applications
 - Liaise with fishers who apply for licences through NNFC
 - Match licences to vessels

What you bring

- Minimum Grade 12 education
- Minimum of two (2) years of experience with program coordination/administration
- Strong proficiency in Microsoft Office Suite (Excel, Access, Word)
- Strong time management skills
- Strong attention to detail and ability to meet deadlines.
- Strong written and verbal communication skills
- Familiarity with the commercial fishing industry
- Experience with the National Online Licensing System is an asset
- Indigenous candidates are strongly encouraged to apply

Compensation:

- \$45,000 - \$52,000 per year, plus 12% in lieu of benefits

Application Closing Date:

- January 6, 2025
- Pursuant to Section 41 of the BC Human Rights Code, hiring priority may be granted to Indigenous applicants
- We invite all interested parties to apply by emailing your cover letter and resume to the NNFC General Manager: nfc@citywest.ca

****Please note the successful candidate will be required to complete a criminal record check***