

# EMPLOYMENT OPPORTUNITY

## POSITION TITLE: Program Manager, Marine and Coastal Management

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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 energetic, organized, hard-working individual to join our team. Reporting to the Director of Partnerships and Intergovernmental Relations (PIR), the Manager functions to ensure strong relationships are maintained between FNFC, First Nations in BC, and the Canadian Federal Government, to advance and support the interests of BC First Nations as they relate to marine environments. The Manager will be responsible for developing, managing and implementing portfolios related to the Oceans Protections Plan and local and regional marine planning. They will work directly with the Director 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, facilitating workshops, and experience providing oversight to staff. Assets to this role include experience working with partners, familiarity with oceans and marine policy, and experience working with Indigenous communities. The successful candidate will have experience in building and maintaining strong relationships with First Nations organizations and leading and expanding project files.

### 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 workshops and group meetings
- Work closely with PIR Director to contribute to sector strategic development, visioning, and identification/development of opportunities and in coordination in support of FNFC objectives
- Support the preparation of 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
- Travel 2-6 days a month as needed for workshops, meetings, and community engagement

**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
- 1-3 years of experience in management and supervision
- Experience working with BC First Nations communities and/or First Nations organizations
- Experience facilitating meetings and workshops
- 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
- A valid BC Driver's License with a clean record, and reliable access to a vehicle is preferred as this role requires occasional travel.

**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 in addition to annual office closures
- 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 Sunday April 27<sup>th</sup>, 2025** to:

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

**Subject line:** **FNFC Program Manager**

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, as per Section 41 of the BC Human Rights

Code. 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.