



JOB OPPORTUNITY

Administrative Fisheries Technician

Date Posted:	April 20, 2025
Business Unit:	Metlakatla Stewardship Society (MSS)
Location:	Prince Rupert, British Columbia
Reporting to:	Aquatic Resources Coordinator

Metlakatla Stewardship Society (MSS) has a full-time opportunity for an Administrative Fisheries Technician. The position is responsible for supporting, administering and coordinating the day-to-day activities of the Aquatic Resources Program of Metlakatla Stewardship Society.

Responsibilities:

- Support the Aquatic Resources Coordinator in organizing, administering, and coordinating the day-to-day activities of the Aquatic Resources Program.
- Assist with monitoring activities of the terms and conditions of Communal Licences within, and on behalf of, Metlakatla First Nation.
- Interviewing fishermen to collect catch information.
- Compile accurate interviews, field data, and catch records. Maintain accuracy of interviews, field data and catch records using databases, whiteboards or spreadsheets.
- Assist in a variety of field research and surveys.
- Assist in the preparation and/or review of written or financial reports.
- Assist in operating and maintaining equipment, including vessels, electronics, and field gear.
- Participate in relevant administration meetings.
- Assisting with reports and financial reporting.
- Answering phones, filing, and maintaining an organized work environment. This may include some light janitorial duties within the Administration Office and Warehouse.
- Perform other duties within the scope of the position, as assigned.

Qualifications:

- Grade 12 graduation or equivalent (Post-secondary education in a related field would be an asset).
- Certifications – Driver’s license, Level 1 First Aid/CPR, SVOP, ROC-M, and Marine Safety certifications are assets.
- Use of various software programs, including Microsoft Office applications.
- Open to learning, making mistakes and working with a peer network and mentors.
- Adjust and be flexible to meet changing work needs and demands.
- Strong interpersonal skills with the ability to establish and maintain relationships with contacts from a variety of backgrounds.
- Strong communication skills, including the ability to compile and prepare accurate reports.
- Excellent organizational and coordination skills in a fast-paced environment.
- Comfortable working in a marine environment, on and around vessels, in all weather conditions.
- Work in a First Nations environment.
- Experience working in a fisheries-related environment.
- Previous interview/monitoring experience.
- Self-starter with the ability to work independently and prioritize tasks.
- Strong financial reporting skills.
- Ability and willingness to work some weekends and evenings as needed.
- An acceptable completed Criminal Record Check.

Submission Deadline:

- Open until filled. We invite all interested parties to reply in the strictest confidence to the Director of Human Resources at hr@metlakatla.ca.