



JOB OPPORTUNITY

Fisheries Administrative Technician

Metlakatla Stewardship Society

Date Posted: September 9, 2022
Business Unit: Metlakatla Stewardship Society (MSS)
Location: Prince Rupert, British Columbia
Reporting to: Aquatic Resources Manager

Metlakatla Stewardship Society has an immediate opening for a full-time Fisheries Administrative Technician in Prince Rupert, British Columbia. The successful candidate will be a highly motivated individual who can work independently with direction to support the activities of Metlakatla Aquatic Resources. Reporting to the Aquatic Resources Manager, you will be responsible for supporting, administering and coordinating the day-to-day activities of the MSS Aquatic Resources Program.

Responsibilities:

Your specific roles and responsibilities are as follows:

- Support the Aquatic Resources Manager 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 on behalf of MSS.
- Interview 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 and/or spreadsheets.
- Assist in a variety of field research and surveys.
- Assist in the preparation and/or review of written and financial reports.
- Assist in operation and maintenance of equipment, including vessels, electronics and field gear.
- Participate in relevant administration meetings; assist with reports and financial reporting.
- Answer phones, filing, and maintain an organized work environment, including some light janitorial duties.
- 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, Marine Safety certifications are an asset.
- Use of various software programs, including Microsoft Office applications.
- Strong interpersonal skills to establish and maintain relationships with contacts of 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.
- Experience working in a fisheries-related environment.
- Previous interview/monitoring experience; strong financial reporting skills.
- Self-starter with the ability to work independently and prioritize tasks.
- Ability and willingness to work some weekends and evenings as needed.
- Familiarity with DFO’s Aboriginal Fisheries Strategy (AFS) would be an asset.

Submission Deadline:

- September 16, 2022.
- We invite all interested parties to reply in the strictest confidence to the Human Resources Department at hr@metlakatla.ca.