

# **Shuswap Nation Tribal Council**

## **JOB POSTING**

**Position: Fisheries Coordinator**

**Internal and External Posting**

**SNTC Wage Level: 21-7**

### **POSITION PROFILE:**

The Secwepemc Fisheries Commission (SFC) of the Shuswap Nation Tribal Council (SNTC) is seeking a Fisheries Coordinator to assist the Director of Fisheries and other staff in the coordination and implementation of key planning processes hosted by the SFC. In addition, the Fisheries Coordinator will be responsible for providing general administrative coordination support to SFC's programs and projects including salmon stock assessment projects, fish habitat restoration projects, training and education projects and catch monitoring.

### **QUALIFICATIONS:**

1. Prefer minimum of 3-4 years of experience in an office environment with project coordination, communications, planning, and office administration competencies;
2. Experience with record keeping including minute taking preferred;
3. Good organizational and planning skills;
4. Strong computer literacy skills including financial tracking systems;
5. Knowledge of general office systems;
6. Previous experience working with First Nations organizations and liaising with Government agencies an asset;
7. Excellent interpersonal and communications abilities;
8. Understanding of Secwepemc culture, history and traditions an asset;
9. Ability to travel and work flexible hours if required; and,
10. Valid BC drivers license and reliable transportation to work.

### **SPECIFIC RESPONSIBILITIES**

- Performs all duties and responsibilities in accordance with the Shuswap Nation Tribal Council policies, standards, and procedures, and as directed by the Director of Fisheries.
- Maintains confidentiality on all matters relating to the affairs of the Shuswap Nation Tribal Council.

### **Coordination of Key Planning Processes**

- Supports the coordination and implementation of key planning processes hosted by the SFC;

- Organizes planning meetings and events as required (both internal and external to the organization) such as sending meeting invitations, confirming attendance, preparing meeting agenda and materials, booking venues and catering;
- Participates in planning meetings and events as required and records summary minutes for review.

### **General Administrative Coordination**

- Provides general administrative coordination support to SFC's programs and projects as required;
- Assists with project administrative tasks such as contract preparation and review, drafting subcontracts, tracking progress of deliverables, preparing invoices, tracking expenditures, and ensuring reporting requirements are met;
- Ensures contract documents are completed, organized, filed, and maintained.

### **Reports**

- Oral Reports
  - Provides information and/or presentations to Secwepemc leadership, SFC Steering Committee, and/or Community Chief and Councils as required;
  - Provides activity progress updates at SFC staff meetings;
  - Provides presentations at public education events as needed.
- Written Reports
  - Provides assistance with narrative and financial reports for incorporation into SFC annual program reports;
  - Assists with preparing project summary reports as required;
  - Assists with preparing progress and final reports for submission to funding agencies and/or clients as required.

### **TERMS OF EMPLOYMENT:**

- Full-time, permanent position;
- Must be willing and able to travel, including overnight on occasion;
- Must be able to handle the rigors of field work;
- Regular hours of work are 7 hours per day, 35 hours per week;
- Job location: Secwepemc Fisheries Commission Office (Kamloops).

### **CLOSING DATE:**

We invite applications consisting of a cover letter and a resume with names of references to be submitted to the Shuswap Nation Tribal Council attention Murray Ross, Director of Fisheries, no later than **4:00 pm Thursday July 6, 2023**.

Secwepemc Fisheries Commission  
c/o Shuswap Nation Tribal Council  
680 Athabasca Street West  
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T: 778-471-8200  
Email: [mross@shuswapnation.org](mailto:mross@shuswapnation.org)

To learn more about SNTC and SFC, please visit us at <https://shuswapnation.org/> or on Facebook at <https://www.facebook.com/secwepemcfisheries/>

*This job posting may remain open until a qualified candidate has been hired. SNTC hires based on merit and is committed to employment equity. We encourage all qualified persons to apply, however, in accordance with the SNTC Human Resources Policy and pursuant to the BC Human Rights Code, the first priority may be to hire qualified persons of Secwepemc ancestry.*

*Shuswap Nation Tribal Council thanks all applicants for their interest, however, only those selected for an interview will be contacted.*