



JOB POSTING

DEPARTMENT: Skw'lax Aboriginal Interest Department (SAID)

POSITION: Fisheries and Aquatic Resources Administrator

POSITION SUMMARY:

SAID on behalf of Little Shuswap Lake Indian Band (LSLIB) is actively involved in projects located within the traditional territory. This position is responsible for the development and implementation of a Fisheries and Aquatic Resources Management (FARM) strategy, developing community-directed information and communications, assisting with project budget management and invoicing.

DUTIES AND RESPONSIBILITIES:

- Assists in the preparation of funding proposals.
- Participates in meetings as the band's technical representative.
- Assist in the coordination of field assessments.
- Prepares internal reports and summary activity reports.
- The job will demand a flexible work routine, extensive travel and working a fast-paced dynamic environment.
- Assists in liaison activities between LSLIB and various organizations involved in fisheries matters (e.g. DFO, Shuswap Salmon Society, Secwepemc Fisheries Commission, etc.).

SKILLS AND KNOWLEDGE:

- Minimum Grade 12 with a diploma in Fisheries Management or related Natural Resource Management is required. Preference for candidates possessing a Bachelor of Science or higher degree in Fisheries or Natural Resources Management.
- Extensive practical experience with organizing, implementing and reporting on fisheries field projects.
- Demonstrated project management skills with a preference of five plus years of project management experience. Have proven supervisory experience in the field and office.
- Advanced communication, oral, written and presentation skills, including technical report writing.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Preference for proficiency in database management and ARC GIS.
- Strong organizational and time-management skills.
- Works well independently (minimal supervision required) and in a team environment.
- Good comprehension of Aboriginal Title and Rights, Secwepemc culture and knowledge of LSLIB territory.
- Driver's license with abstract.

TERM OF POSITION:

Application Deadline: July 20, 2018

Start Date: July 30, 2018

Interested applicants please send your resume and cover letter to:

Electronically to Tess Tomma (ttomma@lslib.com) or via mail to:

Skw'lax Aboriginal Interest Department
#102 – 440 Squilax Anglemont Rd (By the Skwlax Gas Station)
ATTEN: OFFICE MANAGER