



## **Career Opportunity** **Rights-Based Treaty Fisheries Manager**

Closing Date: **June 24, 2021**

### **General Description:**

Under the general direction of the Director of Administration, this position is responsible for the day-to-day management of the Sipekne'katik Band's rights-based treaty fishery operations. This includes moderate livelihood and the implementation of Sipekne'katik's management plan.

### **Responsibilities:**

- Chair the Fisheries Management Committee for Moderate livelihood.
- Development of Rights Implementation Management Plan.
- Negotiate and make recommendations for fisher contracts and address contract issues.
- Regular communications with fishers to address issues identified by fishers and staff.
- Receive and review logbooks from fishers and monitor moderate livelihood.
- Ensure information is distributed to community, council and fishers on a timely basis.
- Prepare land reports for Band Council under direction of Supervisors(s).
- Arrange payment of invoices and bills related to Fishery operations.
- Approve FSC tags to band members.
- Keep informed and updated on financial reports for the fisheries
- Monitor financial records, budgets and reports for the Treaty Fisheries.
- Coordinate dockside monitors and at-sea observers when needed and supplied by DFO.
- Liaison with government representatives on matters related to fisheries.
- Ensure the Fisheries Department is meeting OH&S legislative requirements.
- Keep Council informed of any issues that arise that may impact current agreements and policy, up to and including any altercations related to band fisheries operations.
- Address other resource management matters as deemed appropriate by the Supervisor/Council.
- Work closely with the Commercial Fisheries Manager to prepare and monitor fishery plans and budgets, negotiated service contracts and approval of FSC tags to band members.
- General Daily office duties such as answering phones, receiving visitors, setting up meetings, filing, preparing reports/correspondence, processing invoices, maintaining finance records and creating tracking systems, etc.
- Other related duties as assigned by Supervisor(s).

### **Qualifications**

- At least 3 years' experience in the fishing industry or equivalency.
- Ability to manage budgets and reporting.
- Must be able to deal with conflict.
- Proficiency using MS Office.



- Knowledge of First Nations Treaties including Moderate Livelihood.
- Strong communication, strategic thinking and negotiations skills.
- Ability to interpret internal policies as well as all federal laws, regulations and protocols.
- Must have a valid driver's license, vehicle and ability to travel.
- A satisfactory criminal records check is required.

### **Pay and Benefits**

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. This is a one-year contract with the opportunity for renewal and subject to the policies of Sipeknekatik.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

*We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted.*