

Job Description

Community Fisheries Coordinator

Salary: \$48,000 – \$53,000

Employment Type: Full-time, 1-year term

Location: Glooscap First Nation

Benefits Eligibility: Benefits become available after three (3) months of uninterrupted service.

The Community Fisheries Coordinator is responsible for coordinating and supporting Glooscap First Nation's community fisheries programs. The programs are the Food, Social and Ceremonial Fishery (FSC) and the Treaty Rights Protected Fishery (TRP).

The Coordinator works directly with community members, Chief and Council, DFO and other partners to support Treaty and Aboriginal Fishing Rights. The position is responsible for administrative duties, community engagement, education and event programming, reporting, and the management of activities related to the FSC and TRP Fisheries.

The successful candidate will help strengthen community awareness of fishing opportunities, Treaty Rights, Mi'kmaq knowledge, and sustainable harvesting practices, while ensuring that fisheries programs are delivered effectively for the benefit of Glooscap First Nation members.

Duties and Responsibilities

Fisheries Program Administration

- Coordinate and administer the Aboriginal Fisheries Strategy (AFS) Agreement and the Treaty Rights Protected (TRP) Fishery, including day-to-day operations, logistics, and record keeping.
- Prepare and submit required reports, including monthly reports to Chief and Council, the annual AFS Final Report to DFO, annual work plans, and summaries for community and Annual General Meetings.
- Track program expenditures, maintain financial records, and work within established budgets in cooperation with the Finance Department.
- Maintain comprehensive physical and electronic filing systems, records, agreements, and correspondence related to all fisheries programs.
- Respond to inquiries from community members regarding fisheries programs and opportunities.

FSC and TRP Fishery Coordination

- Coordinate the day-to-day administration of the Food, Social and Ceremonial (FSC) Fishery and the Treaty Rights Protected (TRP) Fishery.
- Prepare participation agreements, distribute tags, and maintain accurate records of all harvest activity and catch information.
- Coordinate harvest planning meetings and consultations with community members, harvesters, and leadership.
- Assist with planning, organizing, and distributing FSC and TRP catch to community members.
- Maintain and care for fisheries equipment, supplies, and related infrastructure.

Community Education and Outreach

- Develop and deliver educational materials, presentations, and workshops related to fisheries programs, Treaty Rights, Mi'kmaq knowledge, and sustainable harvesting practices.
- Coordinate fisheries-related events, community luncheons, learning activities, and youth programming.
- Organize educational trips, cultural activities, and community engagement opportunities connected to fisheries programming.

- Work collaboratively with Elders, Knowledge Keepers, harvesters, and partner organizations to deliver meaningful programming.
- Prepare fisheries-related articles and updates for community newsletters and communications.

Partnerships, Representation and Strategic Development

- Represent Glooscap First Nation at regional fisheries meetings, conferences, workshops, and training, including multi-community fisheries coordinator forums and discussions on fishing plans and management.
- Develop and maintain positive working relationships with DFO, Indigenous organizations, fisheries bodies, and community partners.
- Support the identification of funding opportunities and assist with preparing applications, proposals, and project reports.
- Assist in developing new community fisheries programs and initiatives that strengthen participation, education, and capacity.

Qualifications and Skills

The successful candidate will possess the following:

- Post-secondary education in a related field, or an equivalent combination of education and experience.
- Knowledge of Mi'kmaq culture, Treaty Rights, Indigenous fishing rights, FSC Fisheries, AFS, RP Fishery, and related regulatory frameworks.
- Experience coordinating programs, initiatives, events, or educational activities, including preparing reports, work plans, funding applications, presentations, or educational materials.
- Experience working within budgets and tracking program expenditures.
- Strong communication, organizational, time-management, interpersonal, and presentation skills, with the ability to represent the community professionally.
- Proficiency in Microsoft Office Suite.
- Valid driver's license and reliable transportation required.

Working Conditions

- Work takes place in an office setting as well as in the community and in the field, including wharves, harvesting sites, and fisheries facilities.
- Regular local travel for meetings, events, and community activities; occasional evening or weekend work may be required.
- Exposure to outdoor conditions may occur during fieldwork.
- Must be able to maintain confidentiality and exercise sound judgment with sensitive information.

How to Apply

Interested candidates are invited to submit their resume by email to recruitment@glooscapfirstnation.com

Application Deadline: Applications will be accepted until the position is filled.

We are committed to creating accessible and inclusive environments. Requests for accommodation can be made at any stage of the application and employment process. Preference will be given to Indigenous candidates where all other things are equal. We encourage all interested applicants to apply, even if you feel you do not meet every requirement.