



Employment Opportunity

Job Title: *LFFA Program Assistant*
Location: *Abbotsford, BC*
Term: *Temporary full-time position to March 31, 2019. Annual extensions subject to funding.*
Start date: *Immediately*
Wage: *Subject to experience and qualifications.*
Reports to: *LFFA Executive Director*

BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) currently serves thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon of which twenty-two are signatories to the LFFA Society. The organization is guided by an Executive Committee who is directed by the leadership of the Lower Fraser First Nations. The LFFA advocates and supports collaboration of First Nation communities, leaders and their members on fishery matters.

The fishery initiatives include coordination of dialogue forums, capacity building, engagement with DFO and other fishery organizations, and development of fisheries management frameworks.

BASIC FUNCTIONS:

The role of the Program Assistant is coordination, scheduling, planning, financial processing, and technical support to fisheries program staff, the Executive Director and Executive Committee. Activities will include:

- Assist with drafting of monthly LFFA communications (newsletters, communiqués, website, calendars, media releases) and coordinating e mail distribution and contact lists.
- Assist with meeting coordination and conference planning, including setting up communications, technical and meeting equipment.
- Preparation of agendas, record meeting minutes and dissemination of correspondence.
- Preparation of documents, summaries, and reports.
- Assist with development and implementation of communications, website, branding and information management strategies.
- Processing travel, expense claims and related invoices.
- Other duties and administrative support to the LFFA Executive Director.

SKILLS AND KNOWLEDGE REQUIRED:

- Knowledge and experience with fisheries resource management or related programs.

- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Proficient in MS Office programming, intermediate/advanced computer and typing skills.
- Excellent organizational and time management skills.

OTHER REQUIREMENTS/ASSETS:

- 1 – 2 years of Post-Secondary educational courses in Business Administration, Information and/or Office Management or 2-4 years of relevant on-the-job training and work experience;
- The ability to work in a team environment and independently.
- The ability to work flexible hours and away from home to attend meetings or conduct field work.
- Valid BC Drivers license and reliable transportation.

Application Deadline: 4:00 pm Friday February 16, 2018

Interested candidates should submit their resume, 3 letters of reference and a cover letter to:

Attn: Don Simpson, Program Coordinator

Lower Fraser Fisheries Alliance

2788 Sumas Mtn. Rd.

Abbotsford BC V3G 2J2

Tel: 604-309-7824

Fax: 604-852-4048

E mail: don.simpson@lffa.ca

Only those selected for an interview will be contacted. Preference is given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code.