



Employment Opportunity

Job Title: *LFFA Program Assistant*
Location: *Abbotsford, BC*
Term: *Full-time Position to March 31, 2020. Possibility of extension subject to funding.*
Start date: *ASAP*
Wage: *Competitive, negotiable subject to experience and qualifications*
Reports to: *LFFA Program Coordinator*

BACKGROUND:

The Lower Fraser Fisheries Alliance currently comprised of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon of which twenty-one 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 is in an exciting stage of development that advocates and supports collaboration of First Nation communities, leaders and their members.

The fishery initiatives include coordination of fishery 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, planning, program development, financial monitoring and reporting, 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 minutes.
- Preparation of documents, summaries, and reports.
- Assist in coordinating LFFA website development, updates and content management.
- Assist with development and implementation of communications, branding and information management strategies.
- Assist in preparation of quarterly and annual reports.
- Processing and recording of travel and honoraria claims and other 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.
- Proposal writing and Minute taking are also assets.

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.

Application Deadline: 4:00 pm November 29, 2019 but will remain posted at lffa.ca until the position has been filled.

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

**Attn: Rosalie Hope , Acting Program Coordinator
Lower Fraser Fisheries Alliance
2788 Sumas Mtn. Rd.
Abbotsford BC
V3G 2J2
Tel: 604-217-5585
E mail: rosalie.hope@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.