



LFFA Employment Opportunity

Job Title: Administrative Coordinator
Location: Abbotsford, BC
Term: Full Time position **Start Date:** ASAP, November 2023
Wage: Starting at \$ 58,240
Reports to: LFFA Biologist Manager

BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) is a collaboration of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon. The organization is guided by an Executive Committee who is directed by Delegates of the First Nations. The LFFA provides advocacy, communications, technical and coordination support to First Nation communities and their leaders on fishery matters.

Working with LFFA will provide candidates with diverse financial management experience. The organization was established in 2010 and is growing its capacity to support First Nations to manage fish and fisheries in the Lower Fraser region. The LFFA is an aggregate organization that engages government, industry, stakeholders, and non-governmental organizations (NGOs) to establish best practices and coordinate resource and First Nation capacities. The LFFA has recently renewed its Strategic Plan to reorganize its growing capacity and better position itself to serve the interests of the Lower Fraser First Nations.

KEY FUNCTIONS:

The *Administrative Coordinator* will provide *financial, administrative and project tracking* support for the Lower Fraser Fisheries Alliance to support the Biologist Department and *complement the Finance and Administration Departments* of the organization.

This individual will have an adept ability to develop sound working relationships with LFFA Delegates, Executive Committee, Working Groups and Lower Fraser First Nations. The successful applicant should be proficient at working in a fast-paced and dynamic environment with Government officials, Non-Governmental Organizations and Stakeholders.

SKILLS AND KNOWLEDGE REQUIRED:

- a) Assist with general coordination of the projects and operations of the Biology Departments, supporting the Biology Manager in administrative functions.
- b) Assist with supporting Biologist Departments with their work plans, budgets, and reports.
- c) Technical support to the Biologist Manager, LFFA Biologist Departments, and Technical Working Groups.
- d) Supporting project alignment with the LFFA Strategic Plan and Lower Fraser First Nations.
- e) Understanding of Indigenous Knowledge and implementation into the work of the Nations, Biologist Department, and projects.
- f) Liaising between the Biologist and Finance and Administration Departments to ensure there is administrative and financial continuity for the organization.
- g) Preparing and organizing technical meetings and records of meetings.

EDUCATION AND EXPERIENCE:

- a) A post-secondary degree/diploma in a natural resource related or administrative management field with a minimum of 5 years experience in a similar position.
- b) Demonstrated experience working with complex projects and associated staff.
- c) Experience working with consultants, government agencies, and non-governmental organizations.
- d) Demonstrated understanding of key fisheries and stewardship interests of First Nations and the ability to develop innovative and effective approaches to pursuing them.
- e) Ability to manage and prioritize heavy workloads involving multiple tasks and changing priorities.
- f) Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- g) Proficient in MS Office suite

OTHER REQUIREMENTS:

- Valid BC Driver's License;
- Criminal Record Check;
- Ability to work flexible hours and remotely.

Application Deadline: November 16, 2023 but will remain posted until the position has been filled.

Interested candidates should submit their resume, cover letter and 3 references in an email to:

Rosalie Hope, LFFA Finance and Administration Manager

Email: 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.