



## **LFFA Employment Opportunity**

**Job Title:** Project Lead  
**Department:** Stewardship Department  
**Location:** Abbotsford, BC  
**Term:** Full Time  
**Start Date:** ASAP  
**Wage:** Starting at \$67,340  
**Reports to:** Stewardship Department Head

### **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.

### **POSITION:**

The Project Lead is an integral part of our team, ensuring continued success of the LFFA in serving our communities. This role involves the following areas of work:

- a) Project leadership
- b) Team supervision
- c) Field work
- d) Understanding of Indigenous Knowledge and implementation into the work of the Nations and LFFA projects.
- e) Perform other tasks, duties and responsibilities as so directed by the immediate supervisor.



### **KEY FUNCTIONS:**

The Project Lead will provide Project Management support for the Lower Fraser Fisheries Alliance to support its ongoing projects and the communities 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.

### **Activities will include:**

#### **1) Project Leadership**

- Lead the planning, execution, and monitoring of designated projects in alignment with the LFFA's strategic objectives and the guidance of the Department Head.
- Leverage your proficiency in fisheries science and technical knowledge to inform decision-making, project design, data collection, analysis, and reporting.
- Ensure that projects adhere to scientific rigor and industry standards.
- Maintain comprehensive project records, reports, and documentation.
- Provide regular updates on project progress, milestones, and outcomes to the Department Head and Biology Manager.
- Prepare technical discussion papers, briefing notes, and project reports as required.
- Work collaboratively with the LFFA traditional knowledge team to ensure Indigenous knowledge and laws are an integral aspect of the project work.

#### **2) Team Supervision**

- Assist with supervision and mentoring of field staff and technicians, fostering a collaborative and supportive work environment.

#### **3) Field Work**

- Assist with project implementation, including site preparation, data collection, and cleanup.
- Assist with evaluating operational problems in the field and develop/implement solutions.
- Ensure projects align with and adhere to protocols and permissions of Lower Fraser Nations and progress with guidance from the Indigenous Knowledge team.

### **EDUCATION AND EXPERIENCE:**

- Minimum of a B.Sc or equivalent with 3+ years experience in Project Management and/or Biological Sciences
- Demonstrated experience working with consultants, government agencies, and non-



governmental organizations.

- Ability to manage and prioritize heavy workloads involving multiple tasks and changing priorities.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- The ability to work in a team environment and independently.
- Access to transportation to attend off site meetings and engagements.
- Proficient in MS Office suite

**EDUCATION AND EXPERIENCE:**

- Minimum of a B.Sc or equivalent
- Demonstrated experience working in fisheries and/or with First Nation communities
- Valid BC Driver's License;
- Criminal Record Check;

**Application Deadline: November 29th**; Job posting will remain open until the position has been filled.

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

**Ian Hamilton, LFFA Biology Division Manager**

**Email: [ian.hamilton@lffa.ca](mailto:ian.hamilton@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.***