



Employment Opportunity

Job Title: Administrative Coordinator

Location: Abbotsford, BC

Term: Full-time Term Position until March 31, 2025 with extension(s) subject to multi year funding.

Start Date: ASAP

Salary: 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 fisheries stewardship and resource 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. The Administrative Coordinator will play a key role in assisting the Biologist Manager in coordinating technical departments and ensuring project delivery aligns with the interests and needs of the communities that the LFFA aims to serve.

KEY FUNCTIONS:

The Administrative Coordinator will provide coordination, planning, budget management, reporting and technical support to the Biologist Manager and LFFA Technical Departments, Executive Committee, Technical Working Groups and Lower Fraser First Nations. He/she will work closely with the Biologist Manager to support the technical departments, ensure project alignment with the LFFA Strategic Plan and provide meaningful outcomes for the LFFA communities.

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. This role involves the following areas of work:

- a) General coordination of the projects and operations of the Biology Departments, supporting the Biology Manager in administrative oversight.
- b) Support for work plan, budget, and report development across all departments.
- c) Technical support to the Biologist Manager, LFFA Biologist Departments, and Technical Working Groups.
- d) Supporting project alignment with the LFFA Strategic Plan.
- e) Understanding of Indigenous Knowledge and implementation into the work of the Nations, Biologist Department, and projects.
- f) Perform other tasks, duties and responsibilities as so directed by the immediate supervisor.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Working with to the Biologist Manager and Department Heads that supports First Nations in implementing new and innovative projects across the Lower Fraser region.
- Assisting Biologist Manager and Department heads with project design, financial processing (AP, AR), budget and work plan development, and reporting.
- Liaising between Department Heads and the Biologist Manager on administrative and technical components of engagements with Lower Fraser First Nations, DFO and the Province to support the technical advancement of LFFA.
- Working with DFO, the Province of BC and other agencies on proposal concepts, funding coordination, agreements, deliverables and associated reports.
- Preparing and organizing technical meetings, discussion papers, briefing notes and project reports;
- Assisting with development and implementation of funding proposals to sustain and support the Biologist Departments.
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing professional networks.
- Traveling to attend field work, site visits, meetings and engagements throughout the Lower Mainland and Fraser Valley as requested.

EDUCATION AND EXPERIENCE:

- 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.
- Demonstrated experience working with complex projects and associated staff.
- Experience working with consultants, government agencies, and non-governmental organizations.
- Demonstrated understanding of key fisheries and stewardship interests of First Nations and the ability to develop innovative and effective approaches to pursuing them.
- 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.
- Proficient in MS Office suite

OTHER REQUIREMENTS:

- Valid BC Driver's License;
- Ability to pass a Criminal Record Check;
- The ability to work in a team environment and independently.
- Access to transportation to attend field work, site visits, meetings and engagements.
- We offer a 35-hour work week with the ability to work flexible hours away from home to attend meetings or conduct fieldwork when required. Field work will require site visits throughout the Lower Mainland and Fraser Valley.

REPORTS TO: Biologist Manager

BACK UP: Biologist Department Heads

PROVIDES BACK-UP TO: Biologist Department Heads

Application Deadline: June 27, 2024, but will remain posted until the position has been filled.

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

Ian Hamilton, Biologist Manager
Email: 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.