



Suite 200-1460 6<sup>th</sup> Ave.  
Prince George, B.C.  
V2L 3N2

## **JOB DESCRIPTION**

### **FISHERIES PROGRAM MANAGER**

#### **SUMMARY**

The Carrier Sekani Tribal Council (CSTC) sets the mandate and direction from an Aboriginal Fisheries Strategy perspective, with an expectation of fiscally responsible management, strong advocacy for each species involved, nation program relationship building and support, and ensuring adequate technical expertise for the program.

Reporting to the General Manager, this liaison position, acts in a capacity of oversight and operational delivery of the program mandates and expectations. Oversight includes staffing each project, senior technicians, and hiring of subcontractors and consultants.

An overall plan for each season, each location and specified species is required and expected. This strategic and operational plan is a requirement each season and builds upon the CSTC fisheries policies through adequate and timely reporting to funders, communities and the CSTC Council on a regular basis. In addition, a working relationship with Government departments (Fisheries related - DFO and others), associations and other nations is an expectation and requirement.

Finally, this position will be required to ensure safe oversight of CSTC assets and their use and maintenance, collection and reporting of data and research from each species location and project funded, adequate attraction, training and retention of employees for each of the programs with an expectation of annual review and support.

#### **Job Duties**

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#### **STAFFING**

- Ensure adequate hiring practices in accordance with CSTC HR policies are in place for employees, (Employment -Contract, Term or Temporary) as well as any contracts for Contractors for specific initiatives.
- Responsible for working with HR for all recruitment, selection and orientation of all new staff/contractors as required to carry out program requirements.
- Evaluation of employees as required on an annual basis.

**FUNDING**      *Principals - Sustainability, Conservation, Restoration, Preservation, Economic and Ecological goals of CSTC Nations*

- Ensure adequate funding and agreements are both applied for and reported on in a timely basis.

- Seek alternative funding as necessary to cover program and nation needs.
- Assist nations with their programs by administering funds received and subject to application for and reporting on upon completion.
- Monitor existing contracts and agreements.

#### **COLLABORATION AND ADVOCACY**

- Organize gatherings and setting relationship building with CSTC Nations and other First Nations involved in fish management.
- Assist in development of Aboriginal Fisheries Strategy.
- Development of short-, medium- and long-term goals to support AFS and working with Government to support CSTC Fisheries program.
- Oversight and monitoring of ongoing fisheries agreements with Department of Fisheries and Oceans and act as liaison between member nations and DFO issues and opportunities as requested.

#### **FINANCIAL**

- Budget preparation, monitoring and approvals for each of the projects, ensuring that funds are expended on an annual basis and reporting is current to funders and CSTC Council.
- Funding application review and recommendations to General manager for signatures on Fisheries related funding agreement to assist overall program and nation membership involved in programs (CSTC or their own as requested)
- Grant and Proposal writing, monitoring and reporting within agreement deadlines.

#### **LIAISON**

- Maintains and provides adequate communication with members of CSTC nations fisheries departments and contacts as well as CSTC Council.
- Maintains and provides adequate communications with government departments external agencies, guide outfitters, private sector and other First Nations along watersheds our fish utilize.
- Ensure proper representation on joint technical committees or First Nations initiatives.
- Develop and maintain good public relations with communities served by CSTC and including neighboring First Nations communities and non-aboriginal communities as directed.
- Represents CSTC at regional meetings, assemblies and other gatherings involving fisheries associated meetings (or organizations) as required or requested.
- Identify key issues related to fish related programs and participate or direct negotiations with various groups in support of member nations of CSTC.

#### **RISK MANAGEMENT**

- Work with CSTC Leadership and members CSTC Staff and management, various political representatives to develop an effective local, regional, national and international communications strategy for CSTC Fisheries Program.
- Assess resource development projects and other potential items of risk that may impact or threaten CTSC Fisheries and prepare and act as necessary and directed by General Manager and CSTC Council.
- Prepare monthly activity reports for CSTC Council.

## **ADMINISTRATION**

- Input and maintain any and all fisheries related documentation in existing filing system as well as integrated records management program.
- Analyze and report on fisheries state and program successes to CSTC Fisheries Departments and CSTC Council.
- Prepare internal and external communications.
- Monitor and maintain CSTC Fisheries Website Tab, as required.
- Prepare and provide written and oral reports to CSTC Council of Chiefs, management meetings and public meetings as required.
- Provide presentation to CTSC Annual General Assembly.
- Other duties as assigned or required.

## **Desired Qualifications**

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**Education:** A relevant bachelor's or master's degree in fisheries management, environmental science, biology, natural resource management, or a related field.

**Experience:** Substantial experience in fisheries management, including positions of increasing responsibility and leadership, ideally within Indigenous or community-based fisheries.

**Conditions of Employment:** Regular oversight and monitoring of field season operations (may involve overnight field camps and active participation in community projects (representative and volunteer as necessary). Possess a valid BC Driver's License and clean abstract. Must obtain and maintain clear criminal record check

### **Skills:**

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**Fisheries Management Expertise:** In-depth knowledge of fisheries science, regulations, conservation practices, and sustainable harvesting methods.

**Leadership:** Ability to lead and manage a team effectively, providing guidance, mentorship, and fostering a positive work culture.

**Community Engagement:** Strong skills in engaging with Indigenous communities, understanding their cultural values, and building relationships based on mutual respect and collaboration.

**Environmental Stewardship:** A commitment to environmental sustainability and the ability to implement and monitor conservation measures.

**Strategic Planning:** Proficiency in developing and implementing strategic plans for fisheries management aligned with cultural, economic, and environmental goals.

**Regulatory Compliance:** Knowledge of local, provincial, and federal regulations related to fisheries management, including Indigenous rights and treaty obligations.

**Communication:** Excellent oral and written communication skills for effectively liaising with stakeholders, presenting proposals, and advocating for the community's interests.

**Problem-Solving:** Strong analytical and problem-solving skills to address complex issues related to fisheries management, community needs, and environmental challenges.

**Abilities:**

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**Cultural Sensitivity:** Ability to work within diverse Indigenous communities, understanding and respecting their traditions, values, and customary practices related to fisheries.

**Adaptability:** Flexibility and adaptability to work in dynamic environments, adjusting strategies based on changing circumstances and community needs.

**Conflict Resolution:** Capability to navigate and resolve conflicts diplomatically, considering diverse perspectives and finding mutually beneficial solutions.

**Project Management:** Competence in managing multiple projects simultaneously, ensuring deadlines and objectives are met while balancing various priorities.

**Networking and Collaboration:** Ability to build partnerships and collaborate with government agencies, DFOs, stakeholders, and industry bodies for effective fisheries management and community development.

The Fisheries Program Manager serves as a bridge between traditional knowledge, modern fisheries management practices, community needs, and environmental conservation. Therefore, a combination of technical expertise, cultural sensitivity, leadership skills, and a commitment to sustainable practices is essential for success in this role.

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and/or skills required of the incumbent.

***January 2024***