



Employment Opportunity

Job Title: Fisheries Administrator

Location: 1 Church Street, Corner Brook, NL

Hours of Work: 35 hrs. per week

Salary: \$37,000/annual

Mi'kmaq Commercial Fisheries: Mi'kmaq Commercial Fisheries (MCF) is a for-profit company, responsible for all communal commercial fisheries business operations, activities and investments associated with the Qalipu First Nation Band, Corner Brook, NL.

Job Description: The Fisheries Administrator will assist with day-to-day operations and activities associated with Mi'kmaq Commercial Fisheries (MCF), including the development of related communal commercial fisheries activities and investments associated with assets owned by the Qalipu First Nation Band (QFN) and Mi'kmaq Alsumk Mowimsikik Kiqoey Association (MAMKA). The Fisheries Administrator will report to the Manager of Fisheries Operations.

Responsibilities:

- Assist with enterprise acquisition and designate application processes, including market research, call for proposals, funding application development, purchase/sales agreements, and licence transfers
- Assist with annual budget preparation
- Assist with organization of pertinent training courses through accredited training institutes, ensuring designates and members of the QFN are provided with opportunities for capacity building in the fishing industry
- Assist in the preparation of draft business proposals, terms of reference, requests for proposals, prepare applications for funding, monitoring funding program contributions, tracking receipts and invoices
- Ability to write summary reports and prepare summarized information
- Maintain an understanding of general rules and regulations governing entry to and participation in local commercial and Indigenous fisheries
- Provide support to the CEO/Manager of Fisheries Operations on business development initiatives related to commercial fisheries

- Proficiency with computer spreadsheet displays/analysis and data entry to track fishing activity related to individual enterprises, landed catch, revenue, and other related activities
- Keep a directory of important contact telephone, fax numbers and addresses
- Ensure an efficient filing system is maintained for records and documents, such as official correspondence with government agencies and officials, funding agreements, contract, etc.
- Ensure that Confidentiality, Code of Conduct and Conflict of Interest policies are maintained
- Perform other related duties as required

Qualifications: Degree/Diploma in Business Administration or Science combined with a minimum of 1-2 years of experience related to commercial fisheries.

Apply: Please apply electronically using MS Word with three (3) current business references to: mmacdonald@qalipudevelopment.com with **subject line:** ***Fisheries Administrator.***

Deadline for receipt of Cover Letter and Resume: 4 pm, Friday, November 13, 2020.

Please note: All Diplomas/certificates relating to completion of education must be included. Please indicate in your cover letter if you are an Indigenous applicant.

We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted. No telephone calls please.