



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity

Fisheries Coordinator

Full Time Term Position

June 1, 2021 - November 30, 2021

(With a possibility of extension)

Description: Atlantic Policy Congress of First Nations Chiefs Secretariat is seeking an individual with experience in communications and climate change knowledge to serve as a Fisheries Coordinator.

Reporting to the Director of Fisheries and Integrated Resources, the Fisheries Coordinator will work to strengthen the communal-commercial fishery capacity of First Nation member communities throughout Prince Edward Island, Nova Scotia, New Brunswick and Quebec, along with other fisheries initiatives by contributing as a valuable team member of the APC Fisheries Department.

Ideally, you have a post-secondary degree or diploma with relevance/experience in fisheries and industry management. This position will encompass a wide range of areas including: coordinating information services related to the Integrated Fishery Management Plans; preparing briefings on various issues (technical, environmental, economic, social, and management), supporting meetings, working groups and projects; and developing communication materials. The coordinator will represent the Fisheries and Integrated Resources Department with tribal organizations, Chiefs, community managers and federal partners.

On a personal level, you have well-developed communication skills (oral and written) and the ability to produce written communication material for briefing notes, reports, newsletters, meetings, and the website. You will have the ability to learn basic web-editing, graphics, MSOffice other digital communication tools. You are able to prioritize workloads and have experience with strategic planning. You will work in a team environment with both APC staff and partners from other tribal organizations and communities. Travel within Atlantic and Gaspé region may be required for this position.

A full position description is available upon request.

If you are interested in this important opportunity, please forward a letter (two pages maximum) along with your résumé highlighting your qualifications for this role and, as the Fisheries Coordinator, how you could contribute to the success of First Nation communities.

Please forward a résumé in Word or PDF format only. Submissions can be emailed to hr@apcfn.ca and please include the APC Competition # 2021-05-01 in the subject line of your email and cover letter.

Attached to your résumé, please include the names/contact information of **three (3) professional work-related references**.

Experience:

1. Ideally, applicants will have at least 3 years of experience working for a First Nation community or organization.
2. Applicants will have relevant experience working within a commercial fishery policy context and/or the commercial resource sector environment.

Abilities & Skills:

- Ability to travel, a valid driver's license and a reliable vehicle.
- Demonstrated proficiency in computer software including MS Word, MS PowerPoint, MS Excel, MS Outlook, etc along with ability to learn website editing and graphics editing.
- Knowledge of First Nation communities and organizations in the Atlantic and Gaspé region.
- Strong organization, communication, time management and writing skills.
- Strong office management/administration skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

Salary: Dependent on qualifications and experience

Location: APC Head Office, Cole Harbour, Dartmouth, Nova Scotia

Start date: June 1, 2021

Close date: Friday, May 21, 2021 at 4:00 p.m. Atlantic Standard Time

Email address: hr@apcfn.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, NS. No interview or relocation costs will be provided. No phone calls please **emails only**. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. Please indicate if you are voluntarily identifying as First Nations or Aboriginal. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted.