



## JOB DESCRIPTION

Position	Fisheries Coordinator
Department	Lands & Resources
Reports to:	Environment & Wildlife Officer or Designate
Wage Rate/ Range	\$36 - \$42/ hour
Status	Full time - Permanent
Location	Atlin, BC
Date Created	
Date Last Revised	
Approved By:	Human Resources

The Taku River Tlingit Traditional Territory is 40,000 sq km encompassing the Taku River and portions of the upper Yukon Rivers in NW British Columbia and Yukon. The Taku is exceptional in its intact state, biological diversity and natural beauty. Due in part to the leadership and stewardship of the TRTFN, the Taku remains a 'salmon stronghold' with healthy populations of salmon and other wildlife in this roadless watershed. Much of the Taku is now protected through a Land Use Plan spearheaded by the TRTFN. For these reasons, the Taku is and likely will remain one of the great salmon watersheds in North America.

### POSITION SUMMARY

Reporting to the Lands Department Manager, the Fisheries Coordinator supports the overall management, development and delivery of TRTFN Fisheries programs and services including the development and provision of administration, research, analysis, advice and support on fisheries related issues, and is responsible for the direction and management of Taku River Tlingit fisheries related programs including the Aboriginal Fisheries Strategy (AFS) program.

### DUTIES AND RESPONSIBILITIES

#### **Duties and Responsibilities:**

- Working in collaboration with the Fisheries Support Team, oversee all aspects of fisheries management, project development, supervision and coordination. Focus is on, but not limited to, the Aboriginal Fisheries Strategy (AFS) program and its field camps. The FC reports to the Lands Manager and attends Pacific Salmon Treaty (PST) Trans-boundary Technical Committee and Panel meetings as needed.
- Supervises fisheries staff (i.e. Field Supervisor and Field Technicians) delegating work assignments, facilitating training and professional development for Fisheries staff and participating in the recruitment and hiring of Fisheries staff.
- Oversees the operations of the Fisheries field camps as needed, including ensuring the health and safety of field staff, assisting with groceries, equipment and other supplies and making flight arrangements for movement of people and supplies to and from fish camps.
- Supports the administration of the Aboriginal Fisheries Strategy Program (AFS) which involves assisting in the production of AFS Operational Plans (AFS Agreement) and Yearly Reports of Activities for the Department of Fisheries and Oceans and overseeing the data entry of fisheries data.
- Works with scientific and academic collaborators to advance research and management of fish and fish habitats in the traditional territory. Acts as a liaison between various Federal, Provincial and academic organizations and the TRTFN Fisheries department as directed by the Lands Department Manager.



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## EDUCATION, EXPERIENCE & KNOWLEDGE

- Degree/Diploma in a field related to Land and Resources Management is preferred. specific Fisheries-related education is an asset; or,
- Completion of grade 12 equivalent supplemented with courses in Land and Resources Development and 2-3 years experience.
- Knowledge of TRTFN social structure, traditions, and cultural values is an asset.
- Proficiency in Microsoft Office and Good administrative skills, including budget management.
- Ability to work both independently and in a team environment.
- Knowledge of fisheries management and science.
- Ability to work in remote, wilderness environments.
- Experience in project management including proposal writing and project reporting
- Ability to live in a small rural remote northern community.

## TRAINING REQUIRED

Employees are expected to participate in various types of training, including, but not limited to:

- Lateral Kindness
- Trauma Informed Care
- Workplace Harassment and Violence Prevention
- TRTFN Foundational Knowledge (Constitution, leadership structure, decision-making processes, CDC Oath)

## CONDITIONS OF EMPLOYMENT

- Class 5 Driver's License
  - Criminal Record Check
  - Willingness to travel
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Approved by: \_\_\_\_\_

Date: \_\_\_\_\_