



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity
Fisheries Coordinator

Full Time Term Position March 31, 2023
(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 is required for this position may be required.

A full position description is available upon request.

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: \$65,000-\$75,000 - Dependent on qualifications and experience.

Location: Cole Harbour, Dartmouth, Nova Scotia

Start date: As soon as possible.

Closing date: September 1, 2022 at 4:00 p.m. (AST)

If you are interested and qualified and would like to become part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition #2022-08-06** in the cover letter and subject line of your email.
- an updated resume;
- recent writing sample; and
- the names/contact information of three work related references.

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.