



Central Coast Commercial Fishing Association

An Opportunity in Administration

Title: Executive Assistant

The Central Coast Commercial Fisheries Association (CCCFA) was created by the Central Coast Nations (Heiltsuk, Kitasoo Xai'xais, Nuxalk, Wuikinuxv) to invest and grow a portfolio of diverse commercial fishery licenses and quotas, and to use them to provide economic opportunities for community members in commercial fishing.

Reporting to and supporting the CCCFA Operations Director, the Executive Assistant (EA) will play a coordinating role for CCCFA programs; particularly related to administration, reporting, communications, and the issuance and tracking of fishing licences and quota.

Key Responsibilities:

- Provide administrative support and coordination for the Operations Director
- Manage the DFO's National Online Licensing System (NOLS) to allocate licenses and quota
- Provide project, budget and administrative updates
- Maintain website, Facebook and other communication platforms
- Maintain Dropbox and other data records as needed
- Schedule and maintain minutes of meetings, action items, and conduct follow-up activities
- Other related duties, as required.

Qualifications:

- A diploma &/or degree in administration or management plus a minimum of 2 years experience in a related role.
- Competency in the use of computer software such as MS Office, DropBox, WordPress
- Data/document organization experience.
- Experience working with First Nations.
- Experience working in a team environment.

Skills and Knowledge Assets:

- Excellent verbal and written communication skills including ability to succinctly summarize meeting outcomes, track action items and follow up on deliverables;
- Self-motivation, strong organizational skills, ability to work with a team; is persistent and conscientious.
- Proven display of collaboration, transparency, integrity, trust and respect in a professional environment.

Salary:

This is a new contract position with opportunity for renewal each fiscal year (March 31) based on performance and budget. Remuneration is negotiable and commensurate with skills & experience.

NOTE: CCCFA operates in a distributed office environment. Currently, members of our team live and work on Vancouver Island. Candidates for this position should be able to travel within a reasonable time period to Vancouver Island and the Central Coast as needed to meet in person and, as contractors, be prepared to provide their own office equipment and set-up. This position may require travel up to several times per year. Approved travel costs will be reimbursed.

CCCFA is committed to respecting diversity within our workforce and developing capacity for Indigenous people within the Central Coast Nations and beyond. We encourage all Indigenous applicants to identify as such in our recruitment processes.

To Apply:

Applicants are asked to submit letters of application, with resume, providing details of work experience by 16:00 on November 28th, 2022. Short-listed applicants will be asked to provide two references.

Send Applications to:

cmhanuseccira@gmail.com & dwaecon1992@gmail.com