



POSITION DESCRIPTION

Position Title: **Project Manager, Pacific Fisheries Monitoring & Compliance Panel**

Position Term: Full-time employment contract – minimum three years subject to satisfactory performance review in April, 2018

Salary Range: \$60,000 to \$70,000 plus benefits

Summary of Essential Job Functions and Duties

Reporting to the Monitoring & Compliance Panel (M & C Panel) Program Manager, this position is responsible for i) implementing a three-year M & C Panel initiative to improve Chinook and Coho catch monitoring in recreational and aboriginal fisheries in the southern waters of the Strait of Georgia and the Fraser Basin; and ii) supporting the Program Manager by providing secretariat support to the M & C Panel.

Specific duties are as follows:

- Develop and implement activities pursuant to the Work Plan for the Chinook/Coho Catch Monitoring Project (CCCMP), on time and on budget, and in a manner consistent with the Fraser Basin Council Charter for Sustainability and 2016-2021 Strategic Plan
- Identify and develop funding sources to complement DFO funding of the CCCMP; participate in or lead the preparation and submission of funding proposals
- Provide timely and complete progress and final reports for the CCCMP
- Provide support to the M & C Panel through:
 - Support preparations for, attend and take minutes at Panel meetings
 - Support the Panel Program Manager in implementing the M & C Panel Work Plan as appropriate
 - Support reporting to DFO on use of M & C Panel funding

Qualifications

Education and Experience

- A minimum of 5 years' experience in fish and/or fisheries management-related fields, preferably in recreational / First Nations fishery-related engagement, monitoring, compliance, data collection and/or data quality control roles

- Post-secondary education and/or equivalent experience in fish and/or fisheries management related disciplines
- Demonstrated skills and experience at stakeholder engagement, First Nations relationship-building, and multi-interest facilitation
- Experience developing and delivering major complex projects, on time and on budget.

Skills, Aptitude and Networks

- Well-developed interpersonal and written/oral communications skills
- Comfort working with diverse audiences
- Tact, diplomacy and comfort with playing impartial / non-positional facilitator roles
- Ability to work independently as a self-starter and also as a member of a multi-disciplinary team
- Managing multiple projects, tasks, timelines and budgets
- Project and financial management
- Computer literacy (word processing, spreadsheets, presentation tools, contact managers, internet and social media).
- Existing fish and fisheries-related connections in BC, preferably in the South Coast and/or Fraser Basin (e.g., with recreational and First Nations fishers, fisheries associations, government agencies)

For more information:

- Fraser Basin Council website: www.fraserbasin.bc.ca
- Monitoring & Compliance Panel website: <http://www.pfmcp.ca/>

No phone calls, please. Only short-listed candidates will be contacted.