



Native Council of PEI

Job Posting- L'nu Fisheries Assistant

Job Title:	L'nu Fisheries Assistant	Position Type:	Full-time
Location:	Charlottetown	Travel Required:	Yes, across all 3 Zones
Wage:	\$20.75 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com	Date Posted:	January 14 th , 2022
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL:

Attention Human Resources - Subject Line - L'nu Fisheries Assistant
 Fax Number-(902)368-7464 Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The L'nu Fisheries Assistant will assist the Director of the L'nu Fisheries Limited/ Kelewatl Commission with day-to-day operations. The Assistant provides administrative and operational support to the director. The Assistant will act as a point of contact to the community and partners for the Fishing and Environmental services the L'nu Fisheries Limited/Kelewatl Commission have to offer.

ROLE AND RESPONSIBILITIES

- Prepare, implement, and record meetings (prepare agenda, send notices, prepare meeting materials, and distribute minutes to relevant staff/board members).
- Maintain and update corporate by-laws, policies & procedures, health & safety manuals, and other essential governing documents when needed.
- Attend community, science and/or stakeholders meeting and provide debrief
- Assist in ensuring staff/contract employees adhere to all policies & procedures, health & safety regulations, etc.
- Act as point of contact for community members inquiring about fishing and environmental programs and services.
- Provide general office support to include filing and processing of mail, emails and other messages received.
- Other duties as required by the Manager.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Office Administration Diploma and proven experience, or 4 years equivalent experience.
- Working knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint.
- Familiarity with Aboriginal Communal Commercial Fishing Industry would be an asset but not necessary.
- Strong writing and note taking ability.
- Strong organizational skills.
- Ability to work independently without supervision.
- Ability to work occasional evenings and weekends when needed.
- Team player
- Valid PEI driver's license.