JOB OFFER

HUNTING AND FISHING COORDINATOR

Do you have an interest in traditional hunting, fishing and trapping activities? You have strong interpersonal skills and dynamic; this position could be what you are looking for. The Micmac Nation of Gespeg is looking for a coordinator who will work with its members, from the Nation's administrative office located in Gaspé. The incumbent will be responsible to update agreements conculded and upcoming, with the government of Quebec and that of Canada and to related to traditional hunting, fishing and trapping activities.

SUMMARY

The Hunting and Fishing Coordinator is responsible for fulfilling the many tasks, responsibilities and obligations arising from the commitments made by the Nation of Gespeg and providing its members with adequate service. The incumbent will act as a contact person for Gespeg members; will represent the band council at various meetings and working groups. This individual will also be involved in the ''Occupation of the territory'' file during the application of camp management. This person will work closely with the Executive Director in addition to the Band Councillor affectd to the hunting, fishing, trapping and land use management files, in order to prepare Gespeg's files for discussion and agreement with wildlife management officials.

TASKS AND RESPONSIBILITIES:

Among other things, this person will be responsible for:

- Outline the needs and demands of Gespeg members
- Data entry of various information
- Collect valid data on various hunting, fishing and trapping activities
- Receiving and responding to various emails
- Maintaining a registry that will contain all informaiton related to wildlife captures and its variety of species
- Participating and organizing various meetings related to Gespeg's traditional hunting, fishing and trapping activities with various organizations and stakeholders
- Managing a budget; be accountable
- Preparing and submitting reports and forms, requested and in relation to all agreements and activities concerning the hunting, fishing and trapping sector
- Responding to members' requests for information on the hunting and fishing sector
- Preparing and filing with DFWP the fishing plan and the community hunting plan for the three rivers of Gaspé ; preparing the community moose hunting plan
- Seving as Liaison with wildlife officers
- Organizing the draw for salmon fishing days in the restricted fishing areas of the respective rivers
- Responsible for registering animals for Gespeg members
- Participating with Gespeg's band councillor in the various committees arising from the concluded Agreements with the various government agencies
- All other related tasks.

REQUIREMENTS

- College degree in business administration/management or related field
- 1-2 years of recent experience in the field or related field
- Higlhly skilled with Microsoft OfficeSuite (Word, Excel, Outlook, PowerPoint)
- Excellent computer skills
- Bilingualism (French and English) spoken;

SKILLS AND COMPTENCIES

- Discretion and confidentiality
- Interpersonal skills, dynamic, outgoing
- Autonomous and ability to work in a team
- Ability to plan tasks and meet deadlines
- Sense of culture and tradition
- Great organizational skills and attention to detail
- Flexibility (may have to answer questions outside normal working hours)
- Ability to develop and maintain interpersonal relationships
- Approachable

WORKING CONDITIONS

- Under the Supervisone of Gespeg's Executive Director and in collaboration with the Band Council
- Full-time employment (35 hours/week) (schedule may vary during the fishing and hunting season)
- Location of employment: Micmac Nation Administrative Offices in Gespeg
- Compensation: Based on current pay scale and Benefits
- Be able to travel on site, if required (hunting and fishing territories)
- Have your own vehicle and a valid driver's license
- Criminal record check

If you are interested in this position, please submit your application (resume) to:

Hunting and Fishing Coordinator Position
MICMAC NATION OF GESPEG
Micheline Roy
Email: michegabe@gmail.com
By mail: 30243, Route 134, McLeods, NB, E3N 5T9
Or directly at the administrative office of the Nation of Gespeg

Your application must be received by Monday, January **11, 2021, 5:00 p.m. (Eastern Time)**

You may view full job posting at: https://www.micmacgespeg.ca/

With equal competence, this posting prioritizes the members of the Micmac Nation of Gespeg.
Only shortlisted candidates will be contacted.