

# *Native Fishing Association*

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Position: **Business Administration Specialist**

Job Summary: Support the ongoing initiatives of Native Fishing Association including coordinating programs, loan processing, communications input and development, team administration and organizational development.

Supporting fishers in developing business acumen, earning more for their catch, networking, and understanding current industry best practices.

Maintains thorough knowledge of current seafood trends and opportunities.

Reports to: Executive Director

Type of Employment: Full-time, 1-year term (35 hours/week)

## COMPENTENCIES

1. Superior relationship building and communication skills – oral and written
2. Strong business acumen and thorough understanding of the commercial fishing industry
3. Developed organization and time management skills
4. Demonstrated sales and marketing expertise
5. Self-starter with the ability to take initiative and multi-task
6. Interested in participating in training and professional development opportunities

## DUTIES & RESPONSIBILITIES

### **ADMINISTRATION:**

1. Develops strategic goals and targets for the position and organization
2. Supports the development of a Human Resource plan and employee capacity initiatives with ED and Board of Directors to support organizational growth
3. Supports the collection of loan payments
4. Works alongside Business support Officers and Loan and license Specialist to support the needs of the organization.
5. Perform Office administrative duties as required i.e. loan processing, program development and reporting.
6. Communications input and development of materials related to NFA and other program partners as needed.
7. Social media support as needed.
8. Administer events and workshop development as needed or directed by ED.

### **FISHER SUPPORT:**

1. Supports fishers in developing their business acumen and growing their seafood businesses
2. Supports fishers in earning more for their catch – start-ups and established businesses
3. Liaises and problem-solves with fishers
4. Maintains knowledge of current market realities and industry best practices
5. Networks with fishers and industry players to ensure fishers connect with services
6. Identifies opportunities for fishers
7. Keeps appropriate records

### **SALES & MARKETING:**

1. Supports fishers in direct sales when desired

2. Connects fishers to reputable buyers in order to increase earning potential for their catch
3. Supports partnership development
4. Maintains an active social media presence for NFA
5. Conducts market research and maintains knowledge of current sales trends

**GENERAL:**

1. Familiar with and closely follows NFA policies and procedures
2. Supports new and emerging NFA business activities
3. Participates in training and professional development opportunities
4. Works closely with and assists Executive Director and other staff as needed
5. Discloses any potential conflict of interests in activities of NFA to the Executive Director
6. Participates in company activities such as performance reviews, planning sessions, engagement sessions, annual meetings, etc.

**QUALIFICATIONS**

**EDUCATION, TRAINING AND EXPERIENCE:**

1. Post-secondary education in business or related field
2. 5+ years of related experience
3. Knowledge of commercial fishing and seafood industry (domestic & abroad)
4. Demonstrated use of technology and social media
5. Experience working with Indigenous communities and individuals

**ADDITIONAL INFORMATION/WORK CONDITIONS**

1. Regular work hours: 9:00am - 4:30pm (work outside of these hours may be necessary)
2. Valid BC Drivers License and access to a personal vehicle required
3. Some travel within BC required