



Tseshah First Nation

Employment Opportunity

FISHERIES PROGRAM ASSISTANT

The Tseshah First Nation Administration Office is now accepting applications for a full-time **Fisheries Program Assistant**.

POSITION SUMMARY

This position reports to the Fisheries Manager and provides administrative support to the TFN Fisheries Department. As the Fisheries Department's program assistant, this position assists with providing administrative support for the day-to-day operations of the FN Fisheries Department.

This position supports the day-to-day operations of the Fisheries Department and the Program Manager as well as the Fisheries & Wildlife Committee on matters related to the operations of Fisheries.

PRIMARY/CORE RESPONSIBILITIES

Performs all duties and responsibilities in accordance with Tseshah and program specific policies, standards, practices and procedures, as directed by the Fisheries Manager.

- Receiving telephone calls, administering telephone messages, responding to inquiries, re-directing inquiries, updating appointment schedules, correspondence, presentations, emails, mail, routing correspondence, and maintaining the filing systems.
- Establish a communication strategy for the Fisheries department that meets the needs of communicating effectively and efficiently for the Tseshah Fishery. Including creating communication notices/bulletins and collaborating with the Tseshah Communications Coordinator on the distribution of communication material.
- Support the Fisheries Manager with the annual planning for the Tseshah Fishery management strategy.
- Serve as the recording secretary in accordance with requirements for the Fish & Wildlife committee and for other meetings as deemed required. Prepare and distribute agendas and document packages at the direction of the Manager. Meeting preparation, including booking the space, completing invitations, distributing agendas, and compiling meeting packages.
- This position supports the Fisheries Manager with all related administrative requirements for the compilation and upkeep of relevant statistics, data and reports of findings and results. This includes tracking all report types, due dates, and data sets required and assisting with preparing and filing of all required reports and returns required by NTC and DFO.

QUALIFICATIONS

Training, Education and Experience

- Grade 12 equivalent.
- An office administration certificate and/or Fisheries Technologist certificate or diploma obtained from an accredited college, is considered an asset.
- Other courses or training seminars of benefit include; Project Management, First Nation Traditional Values & Philosophies, Diving Certification, First Aid & Water Safety.

Hiring organization

Tseshah First Nation

Employment Type

Full-time

Job Location

5091 Tsuma-as Dr.,
Port Alberni, BC, V9Y 8X9

Working Hours

75 hours bi-weekly

Wage Range

\$18.25 – 26.00/hour

Date Posted

October 14, 2025

Closing Date

November 3, 2025

- 1-2 years of Fisheries work experiences relevant to First Nation Fisheries resources.
- Must pass a Criminal Record Check suitable to the Employer and the Position, if requested.

Knowledge, Skills and Abilities

- Knowledge of Tseshaht Fishing/Fisheries history and of the Tseshaht culture, spiritual beliefs and present-day living environments.
- Familiar with Fisheries related equipment and with use of survey equipment and techniques. Proficient with reading/interpreting Marine Maps and Charts and with other Fisheries project blueprints or architectural drafts.
- Good knowledge of office systems and use of computers, including: Microsoft Office, Excel, and other Fisheries database applications.
- Other skills: good interpersonal skills, ability to motivate others, to negotiate and mediate. Good analytical skills, for interpretation and problem solving.
- Good written and verbal communication skills. Demonstrated ability to handle matters with integrity and professionalism.
- Valid British Columbia driver's license.

HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshaht First Nation, Attn: Executive Director
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or
by email: apply@tseshaht.com

Tseshaht First Nation is an equal opportunity employer and strongly encourages its members, as well as other First Nation individuals who meet the qualifications, to apply. Whenever possible, employment opportunities and contracted services will be offered to qualified and eligible Tseshaht members.