

# EMPLOYMENT OPPORTUNITY

**Position:** Aboriginal Seafood Network (ASN) Assistant

**Job Location:** New Brunswick Aboriginal Peoples Council

**Number of positions:** 1 position full-time

**Hours of work:** 37.5 hours per week

**Job Description:** To assist the Aboriginal Seafood Network Manager with the day to day operations

## Qualifications

- Strong organizational skills
- Able to work independently without supervision
- Strong writing and note taking ability
- Team player
- Working knowledge of Microsoft Word, Excel and PowerPoint
- Valid New Brunswick driver's license
- Education background in office administration or at least 4 years equivalent experience
- Familiarity with Aboriginal Communal Commercial Fishing Industry would be an asset

## Duties and Responsibilities:

- Assist with the day to day operations of ASN
- Travel throughout the Maritimes to attend various meetings
- Collect catch reports for data entry
- Administration of license system, contracts and designations
- Inspection of vessels, gear and facility
- Coordinate meetings
- Ability to work after regular office hours and weekends when needed
- Office administration (filing, typing, minutes, writing reports, prepare and distribute correspondence)

**Application deadline:** January 8<sup>th</sup>, 2018 by 4:30PM

**How to apply:** Resume and cover letter and 2 reference letters can be hand delivered or mailed to 320 St Mary's St. Fredericton, NB E3A 2S4.