



Fisheries Fleet Coordinator

Reports to: Fisheries Director

Employment Type: Seasonal (Lobster Fishing Season)

JOB PURPOSE & SCOPE:

Reporting to the Fisheries Director, the Fisheries Fleet Coordinator is responsible for overseeing the fleet of fishing vessels, ensuring they are accounted for, maintained, and safe for use. The role includes scheduling vessel maintenance, ordering necessary parts and equipment, and managing the fleet budget to support successful and compliant fishing operations.

MAIN DUTIES & RESPONSIBILITIES:

- Plan, organize, direct, and evaluate the fleet, including vessel management and logistics.
- Establish and enforce operational policies, procedures, and safety standards for fishing vessels.
- Maintain detailed records of vessel maintenance, inspections, and fishing activities.
- Monitor vessel and crew performance, prepare reports for the Fisheries Director, and recommend schedule or policy changes as needed.
- Identify operational challenges and report them to the Fisheries Director.
- Serve as the main point of contact between the fleet and management, tracking vessel locations and providing on-land support when required.





QUALIFICATIONS & EXPERIENCE:

The ideal candidate should demonstrate competence in some or all of the following:

EDUCATION & EXPERIENCE:

- High School Diploma or equivalent (GED)
- Experience as a fisheries crew member in roles with increasing responsibility
- Prior experience with fleet management, operations, and logistics coordination
- Valid Advanced Marine First Aid Certification, WHMIS, and CPR Certification

KNOWLEDGE:

- Strong knowledge of fishing operations, including roles such as Captain, First Mate, Deckhand, and Commercial Fisherman.
- Understanding of vessel safety procedures, engineering, navigation equipment, and fishing technology.
- Familiarity with First Nations governance, culture, values, and traditions.

SKILLS & ABILITIES:

- Excellent time management, organization, and delegation skills.
- Strong leadership and team-building abilities.
- Effective problem-solving skills, particularly in troubleshooting mechanical or operational issues.
- Strong attention to detail and ability to manage multiple tasks in a busy environment.
- written and oral communication skills for coordinating operations and reporting to management.





REPORTING RELATIONSHIPS:

This position reports to:

- Fisheries Director

DECISION-MAKING RESPONSIBILITIES:

The Fisheries Fleet Coordinator is responsible for making decisions regarding:

- Fleet and vessel scheduling.
- Safety precaution requirements, policies, and procedures.

The following decisions must be referred to the Fisheries Director:

- All spending decisions within the fisheries budget.
- Any concerns that may impact fisheries operations.

PHYSICAL & WORKING CONDITIONS:

Physical Effort: This role can be physically demanding, requiring vessel inspections, overseeing loading/unloading, and ensuring compliance with safety protocols. Must be able to lift up to 75 lbs and perform tasks such as bending, kneeling, and prolonged sitting or standing.

- Working Hours: May involve long or irregular hours, including early mornings, evenings, weekends, and offshore periods as needed.
- Travel: May be required to travel within or outside the community for role-related responsibilities, meetings, training, or workshops.





HOW TO APPLY:

Interested applicants are invited to submit their résumé and cover letter to:

David Kearns

HR Director, Paqtnkek Mi'kmaw Nation

david.kearns@paqtnkek.ca

Applications will be accepted until the position is filled. Only those selected for an interview will be contacted.

Join our team and support the sustainability and success of Paqtnkek's fisheries operations!

