



**Position Title:** Senior Fisheries Advisor

**Department:** Fisheries

**Term:** 1–2 Year Contract (Advisory Role)

**Work Location:** Paqtnkek Mi'kmaq Nation

**Reports To:** Director of Fisheries

**Application Deadline:** Urgent: Open Until Filled

**Manages:** Advisory support to captains, crew, and fisheries administrative staff

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### **Summary**

The Senior Fisheries Advisor is a term-based advisory role responsible for supporting the Director of Fisheries in administrative, managerial, and operational duties. This position will provide high-level guidance to improve departmental efficiency, ensure compliance with fisheries regulations, and strengthen operational readiness across all fisheries programs. The Advisor will also lead the development and implementation of Standard Operating Procedures (SOPs) and assist in creating comprehensive training plans for new and existing employees.

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### **Main Duties and Responsibilities**

#### Strategy

- Assist the Director in developing long-term strategic plans that align with the goals and priorities of PFE.
- Conduct assessments of current policies, operations, and administrative processes to identify areas for improvement.
- Support the creation and execution of pre-season and post-season strategic planning and fleet maintenance and readiness activities.
- Provide recommendations to ensure fisheries operations remain adaptive, efficient, and forward-looking.
- Identify necessary steps to bring PFE fishing performance up to industry standard levels and assist Fishery Director in executing the required actions to do so.
- Assist Fishery Director with the formulation, creation, and execution of a Commercial Fisheries Business Development Plan.

#### Management and Leadership

- Provide advisory support on personnel management practices, including recruitment, training opportunities, and performance processes.
- In collaboration with the Fisheries Director, develop and implement a formalized training plan that addresses the needs of both existing staff and potential future hires.
- Support the development of new training programs for captains, crew, and fisheries staff, including onboarding and upskilling initiatives.
- Assist in reviewing and enhancing internal communication protocols and management procedures.
- Guide supervisors and captains in implementing best-practice leadership, compliance, and safety standards.

#### Operations

- Review and advise on daily and seasonal operational procedures to improve efficiency and regulatory compliance.



- Work with captains, crew, and administrative staff to document, standardize, and modernize operational workflows.
- Lead the drafting, refinement, and implementation of Standard Operating Procedures (SOPs) across all program areas.
- Support the Director with data collection, operational reporting, and evaluations of fishing activities throughout the season.
- Assist in developing systems for monitoring catch data, quota allocation processes, and operational decision-making.
- Provide guidance on logistics, equipment use, and operational coordination between the wharf, vessels, and plant operations.

#### Materials

- Review existing procurement and equipment-management practices and recommend areas for improvement.
- Support the development of SOPs related to asset management, vessel maintenance, and procurement workflows.
- Assist in evaluating gear and equipment needs prior to each season and during operational cycles.

#### Finances

- Assist the Director in analyzing operational costs, developing budgets, and recommending cost-saving improvements.
- Support planning and analysis related to catch sales, revenue tracking, and financial reporting.
- Provide advisory input into marketing strategies, sales partnerships, and value-added opportunities.

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### **Position Qualification Requirements**

#### Competencies

- Strong knowledge of commercial fisheries operations, including lobster, crab, and other relevant fisheries.
- Understanding of fisheries management practices, quota systems, and regulatory frameworks.
- Knowledge of vessel operations, safety procedures, and maintenance best practices.
- Strong analytical skills and the ability to evaluate and improve organizational processes.
- Experience developing SOPs, training programs, or operational manuals.
- Excellent communication, interpersonal, conflict-resolution, and facilitation skills.
- Proficiency in Microsoft Office applications, especially Word and Excel.
- Ability to support strategic planning and streamline administrative processes.

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### **Required Education & Experience**

- Post-secondary degree or certification in business, fisheries management, marine operations, or a related field (or equivalent experience).
- Minimum 5-years' experience in managing a commercial fisheries operation, preferably a multi-vessel, multi-species operation.
- Transport Canada training or equivalent operational experience considered an asset.



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### **Other Requirements**

- Strong verbal and written communication skills in English; French language skills considered an asset.
- Valid driver's licence.
- Availability for travel and some work during evenings or weekends depending on operational needs.

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### **Working Conditions**

- Work will alternate between office, wharf, plant, and on-the-water environments as needed.
- Office environment is comfortable and equipped with standard technology and administrative support.
- Field environments may involve exposure to weather conditions, vessel activity, and operational equipment.
- The role may require significant movement, time on vessels, or time spent supporting staff in active operational settings.

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### **To Apply:**

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience including 3 professional references.

**To:** David Kearns, Human Resources Director - Paqtnkek Mi'kmaw Nation

**Email:** [jobs@paqtnkek.ca](mailto:jobs@paqtnkek.ca)

**Subject Line:** "Senior Fisheries Advisor"

**Or:** Deliver in person to the front desk at Paqtnkek Band Office during business hours.

**Deadline:** Urgent: Open Until Filled

**Preference:** Paqtnkek Mi'kmaw Nation is an equal opportunity employer and reserves the right to hire a qualified candidate of Indigenous descent if all other qualifications remain equal.

**We appreciate all expressed interest in this position; however, only candidates selected for an interview will be contacted. No phone calls, please.**