

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Project Manager – HEP Special Projects



FIRST NATIONS
FISHERIES COUNCIL

The FNFC is a unique, progressive organization that offers an exciting opportunity to join a small, dedicated team passionate about advocating for the Rights of First Nations in BC, while protecting and enhancing the health of our aquatic resources. Through the *BC First Nations Fisheries Action Plan*, First Nations in BC have mandated the FNFC to support, protect, reconcile, and advance First Nations Rights and common positions through a united front and a united voice. FNFC works to develop the necessary capacity and relationships that enable First Nations in BC to influence the integrated planning and management of fisheries and aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a coherent process, messaging and a united voice on fisheries and aquatic resource issues.

Position Summary:

The First Nations Fisheries Council is seeking an experienced, organized, and adaptable person to join our team as the Project Manager, Habitat and Environmental Protections (HEP). The HEP sector was established to focus on Theme 3 of the *Action Plan: Safeguarding Habitat and Responding to Threats*. Access to safe and healthy freshwater habitat is critical to the continued survival of salmon and other fish species. The Project Manager will be responsible for working directly with the Senior Manager-Special Projects to advance work of the First Nations Water Caucus (FNWC) on the co-development of the Watershed Security Fund. The FNWC is made up of First Nation delegates from major watersheds across British Columbia who discuss and identify shared strategic priorities and interests related to fresh water. FNFC acts as the secretariat for the First Nations FNWC to advance the operational and administrative work. A key priority and area of work for the FNWC is the Watershed Security Fund (WSF). The FNWC is working in partnership with the Real Estate Foundation of BC (REFBC) to develop and implement a co-development process for the WSF. This includes, but is not limited to the co-development and implementation of an interim grant funding program, growing the Fund, and co-developing a permanent co-governed entity to hold the fund and programs in the longer term is established.

Qualified individuals should have experience developing and managing work plans and budgets, communicating to senior management on program status and progress, and experience providing oversight to staff. Assets to this role include experience working with external partners, familiarity with fresh water management, legislation and policy in BC, and experience working in philanthropy or applying for grants. The successful candidate will have experience in building and maintaining strong relationships with First Nations communities and organizations by taking a positive and solutions-oriented attitude. Previous experience in government relations, philanthropy, and grant proposal writing are considered an asset.

Description of Role:

- Develop and implement workplans for responsible programs and projects
- Manage program and project activities and delivery, ensuring successful completion of responsible workplan deliverables and products
- Prepare comprehensive reports, discussion papers and briefing notes, and support the development of other written internal and external communications, including meeting summaries as necessary
- Develop proposals, budgets and contractor scopes of work
- Manage program and project agreements and associated budgets
- Compose and review internal and external communication documents
- Convene and facilitate working group meetings

- Work closely with HEP Senior Manager-Special Projects, to contribute to sector strategic development, visioning, and identification/development of opportunities and in coordination in support of FNFC objectives
- Support the development of year-end reports and budget forecasts
- Work closely with the HEP team to ensure coordination and collaboration on other interconnected work of the FNWC
- Build and maintain collaborative working relationships with REFBC, the FNWC and other FNFC partners advancing collaborative activities, program design and implementation of sector activities
- Provide support to BC First Nations and organizations through research, analysis, reports, correspondence, and attending/leading relevant workshops

What We're Looking For:

- You want to make a difference for First Nations in BC
- You are willing to take the time to invest and learn the BC First Nations landscape
- You are a team player that fits our culture
- You are adaptable to the changing environment of opportunities
- You are not afraid to roll up your sleeves to get the work done
- You have excellent communication skills
- You have a good understanding of financial accountability
- You know when to take initiative and when you need to ask for further direction

Education, Experience, and Competencies:

- Post-secondary degree in environmental studies, natural resource management, Indigenous studies, or a related field, OR an equivalent combination of education and experience
- Experience in management and supervision
- Experience working with BC First Nations communities and/or First Nations organizations
- Experience conducting research, analysis, preparing briefing notes, developing recommendations, and drafting correspondence and comprehensive reports
- Highly organized with strong attention to detail
- Ability to work effectively as part of a team and independently
- Ability to take initiative and demonstrate leadership
- Excellent oral and written communication skills
- Strong critical thinking and problem-solving skills
- Working knowledge of First Nations in BC and their constitutional rights regarding aquatic resources
- Working knowledge of aquatic resource management in BC and related legislation and policy
- Experience with granting and funding programs an asset
- Experience in philanthropy and/or in government/public relations is considered an asset

Terms and Compensation:

This is a full-time (37.5 hrs/week), hybrid-remote position, based in Vancouver, BC. The FNFC operates on a four-day work week, with a minimum of two days a week in the office required.

Occasional travel will be required, and the successful candidate must be willing to work the occasional evening to support events and priority engagements.

The salary range for this role is \$79,000 - \$90,000 commensurate with experience.

Job Location:

The FNFC office is located at 320 – 1200 West 73rd Ave., Vancouver BC.

Remote work options may be available for qualified candidates from BC First Nation communities.

Application Deadline:

Applicants are asked to email letters of application and resume, providing details of work experience and three references before **5:00 pm on March 13, 2026** to:

E-mail: careers@fnfisheriescouncil.ca

Subject line: Project Manager – HEP Special Projects

The FNFC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however qualified Indigenous applicants will be given priority, as per Section 41 of the BC Human Rights Code. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interview will be contacted.**

The posting may remain open until a qualified candidate is hired.