

Executive Director Seymour Salmonid Society

Responsibilities:

- Implement policy and programs as directed by the SSS Board
- Coordinate overall fisheries management in the Seymour watershed including hatchery operations, programs, and projects
- General supervision of SSS staff, contractors, and volunteers
- Delegate tasks and monitor staff performance and provide constructive feedback
- General community and stakeholder engagement

Qualifications

- Post-secondary education/training on fish management, habitat management and/or hatchery operations
- Basic financial knowledge to manage budgets, cash flow and financial statements
- Working knowledge of regulations related to fish management and employee safe work practices
- Supervisory skills of employees, contractors, and volunteers
- Excellent written and verbal skills
- Excellent networking and liaison skills
- Ability to share knowledge and mentor employees, contractors, and volunteers
- Understanding of the issues of working with a volunteer Board of Directors
- Familiar with fund raising and grant/proposal practices and project/program management
- Flexibility to participate in meetings/events/operations outside of normal working hours
- Valid B.C. Driver's License
- Good computer skills
- Must have a valid first aid certificate

Duties

- Regular reports to the SSS Board on activities, issues, and other items for Board consideration
- Submission of annual and special reports as may be required by SSS Board, Metro, DFO, or Provincial Fisheries that include a summary of SSS watershed operations, facility conditions and requirements, stock assessment activities, staffing, and other initiatives
- Oversee the acquisition of the proper documents (permits and permissions) for fisheries and other activities
- Oversee the administration of the DFO fish production and operating contract including maintenance of required field data and records
- Ensure that the quality of work activities is maintained to DFO and other applicable standards
- Oversee the training and performance /behaviors of staff, temporary staff and volunteers engaged in SSS activities;
- Ensure maintenance of a neat, orderly, and safe facility
- Coordinate the GDS program and liaison with education contractors to conduct programs
- Coordinate community and fund-raising events such as Family Fishing Day, Open house, River's Day etc.
- Develop operating and capital budgets in consultation with Board and funding partners
- Financial management of contracts, projects and SSS accounts including monthly expenditures and cash flows
- Annually review of emergency and contingency plans and procedures
- Identify options for development/modification of facility, watershed habitat, programs, and funding initiatives
- Invite and consolidate input from internal/external sources and share with SSS Board
- Regularly engage the community, regulators, stakeholder groups and volunteers to promote watershed issues
- Contribute to newsletters, web site, newspaper, and other promotional projects to promote watershed issues
- Attend Board and other committee meetings as necessary
- Other duties as assigned by the Board to support the Society