



**1 Position: Community Liaison Specialist
(Permanent, Full-time)**

The Anishinabek/Ontario Fisheries Resource Centre (A/OFRC) is a not-for-profit corporation established by agreement between the Grand Council Chief of the Anishinabek Nation and the Ontario Minister of Natural Resources to further the knowledge and conservation of fisheries resources of interest to member First Nations and Ontario's stakeholders.

Under the leadership of the General Manager and working in a team environment with natural resource specialists, the Community Liaison Specialist represents the A/OFRC with First Nations and stakeholder groups across the territory of the Anishinabek Nation (AN) through regular community visits, attendance at events and meetings and ongoing communications. The successful candidate will work closely with AN communities to develop project proposals, and assist in the delivery of projects. The successful candidate will prepare and implement communication plans associated with A/OFRC initiatives (e.g. organize and deliver presentations and workshops to client groups), take a lead role in writing reports, represent the organization at meetings and generally assist the General Manager to communicate with the Anishinabek Nation and its First Nations. The position is based in the Centre's North Bay office and involves occasional weekend work and regular travel in Lake Huron and Lake Superior Regions and southern Ontario.

The position is open immediately and will remain open until a suitable candidate is selected.

Annual Salary - \$57,000 - \$73,000 based on experience and qualifications (37.5 hour work week).

The ideal candidate will have:

- Excellent understanding of First Nation culture, traditional knowledge and issues related to resource use and management
- Excellent written and oral communication, interpersonal and organizational skills
- Experience in outreach and communications including social media
- Valid Ontario driver's license

It would be an asset for the candidate to have:

- Formal education relevant to the position
- Knowledge of Anishinaabemowin
- Knowledge of aquatic ecology and fisheries assessment techniques
- Experience working in the First Nation communities of the Anishinabek Nation

Offer of employment will be conditional on a criminal background check.

Given the traditional practices of the Anishinabek, exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.

Application Deadline: until a suitable candidate is identified

Potential candidates should email cover letters and resumes outlining their qualifications to employment@aofrc.org. Applications may also be mailed to the attention of the Hiring Committee at A/OFRC, 191 Booth Rd. Unit15, North Bay ON, P1A 4K3. Enquiries may be made by email or by calling 705-472-7888.



**1 Position: Senior Fisheries Technician
(Permanent, Full-time)**

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The A/OFRC is seeking an experienced fisheries technician with several years of field experience. The successful candidate will be responsible for overseeing fisheries data collection in the field in a supervisory/quality assurance role, archiving, analyzing and reporting fisheries data, off-season support functions related to the maintenance and care of equipment, and facilities, supervision of interns and acting as a resource in A/OFRC workshops. This position will be based out of the Centre's main office in North Bay, Ontario but will involve travel throughout the Lake Superior and Lake Huron regions and Southern Ontario to complete projects.

The position is open immediately and will remain open until a suitable candidate is selected.

Annual Salary – \$57,000 - \$73,000 based on experience and qualifications (37.5 hour work week).

The ideal candidate will have:

- Graduation from a college or university of recognized standing with diploma/degree in a natural resource-oriented field
- Several years of experience completing fisheries assessment projects, preferably including supervisory roles
- Proven leadership and organizational skills
- Knowledge of First Nation culture; knowledge of the history, culture or language of First Nations comprising the Anishinabek Nation would be an asset
- Valid MTO driver's license and clean driving record
- Small Vessel Operator Proficiency and Marine Emergency Duties A3 certificates would be an asset
- Demonstrated report writing skills would be an asset
- Some mechanical ability would be an asset

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**1 Position: Office Manager
(Permanent, Full-time)**

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The A/OFRC has a one-of-a-kind opportunity for an Office Manager with leadership abilities and demonstrated experience in the not-for-profit sector. The Office Manager reports to and works closely with the General Manager. Responsibilities include financial operations, HR administration and oversight of many aspects of corporate operations. The Office Manager may, at times, be assigned novel duties related to the Centre's objectives. This position will be based in the Centre's office in North Bay and involves occasional weekend work and some travel in the Lake Huron and Lake Superior Regions and southern Ontario.

The position is open immediately and will remain open until a suitable candidate is selected.

Annual Salary - \$57,000 - \$68,000 based on experience and qualification (37.5 hour work week).

The ideal candidate will have:

- Graduation from a program of recognized standing with a diploma or degree in finance or accounting or equivalent experience
- Experience with administration of payroll and related programs and software
- Experience with management of facilities and assets
- Experience with budgeting, business and financial planning, generally accepted accounting practices and accounting software
- Understanding of project management
- Knowledge of and ability to implement a health and safety program
- Knowledge of and ability to manage corporate and board processes and reporting
- Knowledge of and ability to manage procurement and contracts
- Knowledge of and experience with network and data management systems
- Excellent analytical, problem solving and oral and written communication skills
- Valid MTO driver's license and a clean driving record
- Knowledge of or desire to learn about First Nations culture (demonstrated understanding of and sensitivity to Anishinabek culture would be an asset)

Offer of employment will be conditional on receipt of an acceptable criminal record check.

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Application Deadline: until a suitable candidate is identified

Potential candidates should email cover letters and resumes outlining their qualifications to employment@aofrc.org. Applications may also be mailed to the attention of Hiring Committee at A/OFRC, 191 Booth Rd. Unit15, North Bay ON, P1A 4K3. Enquiries may be made by email or by calling 705-472-7888.



**1 Position: Senior Fisheries Biologist
(Permanent, Full-time)**

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The A/OFRC is offering a job opportunity to a fisheries biologist with demonstrated experience. The successful candidate will use their skills in project design, data analysis, technical expertise and reporting of fisheries data. This full-time position will be based out of the Centre's office in North Bay, Ontario but will involve travel throughout the Province of Ontario.

The position is open immediately and will remain open until a suitable candidate is selected.

Annual Salary - \$73,000 - \$90,000 based on experience (37.5 hour work week).

The ideal candidate will have:

- Completed graduate studies (MSc/PhD) within fisheries science or related discipline from a recognized university (or equivalent work experience)
- Demonstrated knowledge in field project design and analyzing and presenting fisheries assessment and fish population data
- 5+ years work experience completing fisheries assessment field projects, preferably including roles as a project and field crew leader
- Knowledge of or desire to learn about Anishinabek culture
- Excellent oral and written communication skills, including report writing
- Valid MTO driver's license and a clean driving record
- Knowledge of and experience with data systems, including data archives would be an asset
- Experience with GIS and possession of SVOP and MED A3 certificates would be assets

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Application Deadline: until a suitable candidate is identified

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