

## Vacancy Announcement

### Stock Assessment Assistant

The Pacific Salmon Commission (PSC), an international organization responsible for transboundary salmon fisheries management in Canada and the United States, is seeking a Stock Assessment Assistant for its office in Vancouver, BC for an 11-month term.

The incumbent will work within the Commission's Stock Assessment group of the Fisheries Management Division and support the Quantitative Fisheries Biologist with the assessment of Fraser River sockeye and pink salmon as well as preparing historical data for entry within various databases. The position also requires interaction with and support for the PSC Fraser River Panel, a bilateral body of fishery managers representing commercial, recreational, aboriginal, and government interests.

#### Major duties and responsibilities:

Under the direction of the Quantitative Fisheries Biologist, and in collaboration with other Fisheries Management Division staff:

- 1) Design, develop and populate Excel spreadsheet solutions for efficient processing of historical data prior to entry into databases;
- 2) Assist secretariat staff with error checking of historical data and data preparation applications;
- 3) With guidance from the Database manager, assist staff with importing, error checking, and querying data from Access databases;
- 4) Analyze data using a variety of statistical methods (e.g., linear regression, ANOVA, maximum likelihood estimation, retrospective analysis);
- 5) Assist with writing and editing of code documentation, user manuals and descriptions of analytical methods;
- 6) Run stock assessment models and other analyses in R;
- 7) Assist with development of R code for efficient and repeated processing and dissemination of fisheries data;
- 8) Debug existing R code as needed;
- 9) Assist other secretariat staff with minute taking, report writing, and presentations;
- 10) Perform other duties as required.

#### Salary and benefits

Salary range is \$27 - \$31/hour plus 4% in lieu of vacation. Interested applicants should have a flexible attitude and enjoy being part of a dynamic and progressive team in a unique international organization. The expected start date for this position is June 3, 2019. If interested, by Sunday May 5, 2019, please email: a résumé, three references, and a cover letter explaining why you are right for the job to [resumes@psc.org](mailto:resumes@psc.org). As part of the selection process, selected candidates will be asked to write a skills test and if successful will be interviewed.

**Minimum Qualifications**

1. Degree in biology, resource management, or relevant experience.
2. Experience organizing and managing data with Microsoft Excel, including spreadsheet design, formatting, functions, and links (e.g., with other Excel files and Access databases).
3. Proficiency in other Microsoft Office products (Word, PowerPoint, Access).
4. Strong interpersonal and communication skills (English, verbal and written).
5. Demonstrated ability to work efficiently, problem-solve, prioritize, delegate tasks, and make sound decisions quickly while under time constraints on multiple projects.
6. A high degree of adaptability, tact, and ability to cooperate in diverse groups.
7. Willingness to advance current skills.
8. Valid passport and ability to cross the U.S./Canadian border.

**Advantages**

1. Experience and knowledge regarding fisheries and fisheries management activities.
2. Theoretical and practical understanding of relational databases (e.g. Access).
3. Programming skills (e.g., SQL for relational databases, VBA for data/file management, and R for statistical summaries, analyses, simulations, and optimization).