

Vacancy Announcement

Salmon Technician

The Pacific Salmon Commission (PSC), an international organization responsible for transboundary salmon fisheries management in Canada and the United States, is seeking a Salmon Data Technician for its office in Vancouver, BC for a one-year term. This position will be in the Fisheries Management Division, focusing on Fraser River sockeye and pink salmon.

Under the direction of the Stock Identification Manager (general supervisor) and the Fisheries Biologist (supervisor regarding sampling coordination), the incumbent will be responsible for coordinating and overseeing the collection of biological data and the entry and validation of these data in historical databases. In executing their duties, the incumbent will liaise regularly with personnel from various commercial and governmental entities.

Major duties and responsibilities:

Under the direction of the Fisheries Biologist (~June 1 – September 30), in collaboration with other Fisheries Management Division staff:

- 1) Assist in planning and implementing biological sampling programs for sockeye and pink salmon stock identification.
- 2) Assist in coordination of sampling and shipping activities for sockeye and pink salmon fisheries, including: gear organization and deployment, staff scheduling, biological sampling, and maintaining inventories and records.
- 3) Prepare and maintain biological sampling equipment and supplies.
- 4) Assist with the collection of biological data and samples from sockeye and pink salmon as needed.
- 5) Communicate with samplers, fish plants, and test fisheries to ensure a sampling plan is carried out.
- 6) Track samples and manage their shipment and delivery.
- 7) Maintain a database with information on biological samples and shipping expenses.
- 8) Use, troubleshoot, and provide feedback for development of the PSC database for sample tracking and reporting (using Microsoft Access and Excel).

Under the direction of the Stock Identification Manager (October 1 – April 30), in collaboration with other Fisheries Management Division staff:

- 9) Manage sampling/shipping expenditures and verify that invoices match goods/services received, and conducts equipment inventories/calibration.
- 10) Assist Secretariat staff post-season with various tasks, including: sample processing, running statistical models, and sensitivity analyses.

- 11) Design, develop and populate Excel spreadsheet solutions for efficient processing of historical data, prior to entry into databases.
- 12) Assist Secretariat staff with error checking of historical data and data prep applications.
- 13) Assist Secretariat staff post-season with minute taking, report writing, and presentations.
- 14) Perform other duties as required.

Salary and benefits

Salary range: \$59,000 - \$67,000, which is equivalent to the Canadian Public Service classification for EG-4. 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. 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. Training in sampling design, experience planning and conducting sampling programs, and experience in application of various statistical techniques.
3. Experience organizing and managing data with Microsoft Excel, including spreadsheet design, formatting, functions, and links (e.g., with other Excel files and Access databases).
4. Proficiency in other Microsoft Office products (Word, PowerPoint, Access).
5. Strong interpersonal and communication skills (English, verbal and written).
6. Demonstrated ability to work efficiently, problem-solve, prioritize, delegate tasks, and make sound decisions quickly while under time constraints on multiple projects.
7. A high degree of adaptability, tact, and ability to cooperate in diverse groups.
8. Willingness to advance current skills.
9. Valid passport and ability to cross the U.S./Canadian border.

Advantages

1. Post-graduate degree and/or other relevant project management experience (e.g., developing and completing a multi-faceted, collaborative, technical or research project).
2. Study of variation among biological populations and/or knowledge of salmonid biology.
3. Experience and knowledge regarding fisheries and fisheries management activities.
4. Theoretical and practical understanding of relational databases (e.g. Access).
5. Programming skills (e.g., VBA for data/file management and R for statistical summaries, analyses, simulations, and optimization).