

Vacancy Announcement

Chinook Technical Committee Coordinator

The Pacific Salmon Commission (PSC), an international organization responsible for transboundary salmon fisheries management in Canada and the United States, is seeking a Fisheries Biologist (BI-02) for a one-year full-time position with the possibility of becoming permanent/indeterminate. The Fisheries Biologist will be part of the Fisheries Management Division within the PSC Secretariat office in Vancouver, B.C.

Under the direction of the Director of Stock Monitoring and in close collaboration with the Chinook Technical Committee (CTC) co-chairs, the incumbent will be responsible for coordinating and facilitating CTC meetings, as well as documenting committee decisions and updating the CTC SharePoint site. Overall, this position requires excellent communication skills as the CTC members represent different organizations located throughout the Pacific Northwest.

Major duties and responsibilities

Under the direction of the Director of Stock Monitoring and in close collaboration with the Chinook Technical Committee (CTC) and its leadership, the incumbent will:

- Optimize the CTC's work through agenda development, meeting facilitation (e.g., tracking action items/decisions and chairing in the absence of the CTC co-chairs), project management, document distribution, computer code version control, and calendar/workplan updates.
- Retrieve archived material, research issues, and draft material for committee review.
- Document CTC modelling methodology and support the creation of technical and annual reports.
- Update Committee SharePoint sites, organize historic material, and otherwise facilitate communication and long-term information retention, storage, and dissemination.
- Assist in CTC-related communication through drafting memos, maintaining channels of communication with CTC members, Commissioners and Secretariat staff, and engaging domestic agencies as needed to ensure annual workplan completion.
- Make Chinook-related data and information available and accessible under the guidance of the CTC and Secretariat policies.
- Research the practices of other PSC bodies and similar technical forums to assess developments in IT and other fields that could facilitate the CTC's work.
- Frequent travel within Canada (British Columbia) and the U.S. (Oregon, Washington and Alaska) to attend CTC and other meetings.
- Other duties as required.

Salary and benefits

- Salary range: \$65,600 – \$89,400, which is equivalent to the Canadian Public Service classification for a BI-02.
- Full benefits package including defined benefit pension plan, extended health and dental care, and disability insurance.

- Members of the Canadian public service may transfer all pensionable service and accruals to the PSC pension plan, and vice-versa.
- This job is open to Canadian and non-Canadian citizens.

Interested applicants should have a flexible attitude and enjoy being part of a dynamic and progressive team in a unique international organization. If interested, please forward a cover letter, résumé, and the contact details of three references in one PDF file; please name the file beginning with your last name. Applications should be received by midnight **Wednesday, April 5, 2020**, and be addressed to Ms. Ehrmantraut at resumes@psc.org. The successful candidate is expected to start May 2020. Applicants for this position may be added to a pool of candidates for upcoming positions with the PSC. Please note, the interview process will include a skills test.

Minimum Qualifications

1. Post-secondary degree in fisheries biology, environmental science, or related field.
2. Experience with project management and facilitating meetings.
3. Excellent communication skills, written and oral.
4. Demonstrated ability to work as an effective and cooperative team member, and to work efficiently while under time constraints on multiple projects.
5. Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, Access)
6. Experience using collaboration tools and document sharing systems such as Microsoft SharePoint.
7. Ability to travel extensively (~ 40-50 days/year)
8. Willingness to advance current skills.

Advantages

1. Experience with cloud-based databases and web database applications (e.g., GitHub, GitLab).
2. Programming skills in R and experience using R Markdown.
3. Experience working within domestic or international committees of scientists and fisheries managers.
4. Experience with salmon biology and fisheries, including quantitative assessment methods.
5. Experience working with First Nations and Tribes.