



Part Time Term Employment Opportunity

- Job Title:** Finance and Administration Assistant
Location: Abbotsford, BC
Term: Part-time, Fixed Term Position until September 30, 2025, with extension(s) subject to multi year funding.
Start Date: ASAP
Wage: Starting at \$28.00 per hour
Reports to: LFFA Finance and Administration Manager

BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) is a collaboration of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon. The organization is guided by an Executive Committee who is directed by Delegates of the First Nations. The LFFA provides advocacy, communications, technical and coordination support to First Nation communities and their leaders on fishery matters.

Working with LFFA will provide candidates with diverse fisheries stewardship and resource management experience. The organization was established in 2010 and is growing its capacity to support First Nations to manage fish and fisheries in the Lower Fraser region. The LFFA is an aggregate organization that engages government, industry, stakeholders, and non-governmental organizations (NGOs) to establish best practices and coordinate resource and First Nation capacities.

The LFFA has recently renewed its Strategic Plan to reorganize its growing capacity and better position itself to serve the interests of the Lower Fraser First Nations. The Finance and Administration Assistant will play a key role in assisting the Finance Officer and Communications Officer with administrative tasks that will support their roles and ensuring their project delivery aligns with the interests and needs of the communities that the LFFA aims to serve.

POSITION:

The Finance and Administration Assistant is an integral part of our team, ensuring continued success of the LFFA in serving our communities. This role involves the following areas of work:

- a) Occasionally assist with LFFA communications, such as creating meeting packages and event coordination.
- b) Supporting LFFA staff, administrative processes. (admin support)
- c) Assist with LFFA record keeping, maintain and organize filing systems (finance and admin support)
- d) Manage incoming mail and deliveries. (communications support)
- e) Assist with accounts receivable, and accounts payable tracking, manage incoming and outgoing finance documents such as cheques and accounts payable, compile MasterCard, and direct deposit receipts for monthly reconciliations.
- f) Other tasks, duties and responsibilities as so directed by the immediate supervisor.

KEY FUNCTIONS:

The Finance and Administration Assistant will provide administration, communication and event coordination support for the Lower Fraser Fisheries Alliance to support the operational and coordination of the organization.

This individual will have an adept ability to develop sound working relationships with LFFA Delegates, Executive Committee, Working Groups and Lower Fraser First Nations. The successful applicant should be proficient at working in a fast-paced and dynamic environment.

Activities will include:

- Finance support
- Administrative support
- Communications Support (Meeting and event assistance)

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to manage and prioritize heavy workloads involving multiple tasks and changing priorities.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- The ability to work in a team environment and independently.

OTHER REQUIREMENTS:

- Knowledge and appreciation of First Nations culture and how culture impacts the development of individuals and communities.
- Exceptionally strong writing and oral communication skills.
- Demonstrated ability to communicate and work effectively with First Nations communities and service providers.
- Demonstrated interpersonal skills that promote mutually beneficial and respectful professional relationships.
- Practical knowledge of federal, provincial, and aboriginal organizations.
- Professional commitment, flexibility and good problem and dispute and resolution skills.
- Demonstrated leadership and team building skills.
- Ability to balance competing priorities and work under pressure.

- Access to transportation to attend off site meetings and engagements.

EDUCATION AND EXPERIENCE:

- Minimum Grade 12 education with post-secondary courses or demonstrated experience in Office Administration, Information Management and/or Communications.
- Three years of experience working in a similar position.
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- Experience in file management including Dropbox, Microsoft One Drive etc.

Application Deadline: April 17, 2025 but will remain posted until the position has been filled.

Interested candidates should submit their resume, 3 references, and a cover letter in an email to:

**Rosalie Hope, Finance and Administration Manager
Email: rosalie.hope@lffa.ca**

Only those selected for an interview will be contacted. Preference is given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code.