



Natoaganeg (Eel Ground) First Nation

47 Church Road, Eel Ground, NB, E1V4E6

EMPLOYMENT OPPORTUNITIES:

Data Collection Monitor – Fisheries Program

Natoaganeg First Nation is committed to providing their employees with a work environment where they can be at their best and strives to provide a safe, secure and healthy living environment for its community members and the general public. To assist us in meeting these objectives we are recruiting for the following position:

Location	Natoaganeg (Eel Ground) First Nation – Fisheries Program
Salary	Based on qualifications and experience in accordance with current salary scales of Notoaganeg First Nation
Starting Date and Term	ASAP
Deadline For Application	Wednesday, June 12, 4pm

SCOPE OF POSITION:

The purpose of this position is to ensure that all the data for the Eel Ground AFS program is a well tracked and collected within each of the four programs (Trap Net, Brook Enhancement, Guardians/Security and at the Big Hole Tract). It also records the attendance of all the AFS staff and reports them to the AFS Coordinator.

DUTIES INCLUDE, BUT NOT LIMITED TO:

- Prepares the weekly staff attendance reports for all the AFS staff
- Ensures that all the catch records are completed and delivered to the administrative office on a regular basis
- Prepares and collects stats and reports for the four programs on a regular basis
- Keeps an updated inventory of AFS equipment and materials and alerts the Coordinator of any issues
- Must complete any assigned training
- Other duties as assigned.

QUALIFICATIONS:

- Graduation from High School or GED
- Two (2) years of related experience is a big asset

REQUIREMENTS:

- Relevant work experience in the field
- Strong written and verbal communication skills
- Strong leadership and employee management skill
- Strong computer skills (Word, Excel. Etc)
- Solid understanding of Mi'kmaq culture, values, traditions, territory and socioeconomic conditions

SEND APPLICATION TO: cward@nb.aibn.com

Clearly indicate “**Data Collection Monitor**” in subject line of email application.

Only those candidates under consideration will be contacted. We thank all those who apply.