



MAMA'OMAS LIMITED PARTNERSHIP
CIRCLE OF MARINE LIFE

Business Manager - Fisheries

Mama'omas Enterprises General Partner Inc. has a unique opportunity for an experienced fisheries manager to provide oversight, direction and leadership to a First Nation's owned fishery company. If you pride yourself in being a results oriented individual and are looking to contribute your skills, knowledge and experience to make a difference in a progressive organization this may be the opportunity you've been looking for. This part-time position is ideal for someone with a flexible schedule as it provides a minimum of 20 hours per week with an increase up to full-time hours based on the season and operational needs.

About Mama'omas Enterprises General Partner Inc.

Mama'omas Enterprises General Partner Inc. is the general partner of Mama'omas Limited Partnership (MLP) which makes up the 'Namgis First Nation's fishery company. Its main business is to manage its fishing licences for the benefit of the 'Namgis Nation and develop capacity in the 'Namgis Nation. <https://mamaomas.ca/>.

About the 'Namgis First Nation

The 'Namgis First Nation has more than 1,700 members, with its main community located at Alert Bay, B.C., on Cormorant Island, adjacent to north Vancouver Island. It is easily accessible through the regular ferry service from Port McNeill. The 'Namgis First Nation has a strong commitment to the environment, local opportunities, and is progressive in its approach to business: <http://www.namgis.bc.ca/>

The Opportunity

This position requires a commitment of approximately 80 hours per month (on average) with the opportunity to increase hours depending on operational needs and desired growth. Ideally the Business Manager will reside in Alert Bay, however consideration will be given to BC applicants who wish to work remotely and can commit to being onsite regularly in Alert Bay as needed to complete the job responsibilities.

Reporting to the Board of Directors (the Board) the Business Manager will have overall responsibility for the effective operations of Mama'omas Enterprises General Partnership Inc. Overview of responsibilities include:

Licence Allocation

1. Oversee licence lease allocation program using MLP's License Policy for allocated licences, including existing and newly acquired licences.
2. Draft and finalize MLP's Licence Policy.
3. Complete all administration and facilitate licence allocation program, including (but not limited to): gathering market info, advertising for applications when applicable, providing written recommendations to the Board, notifying successful and unsuccessful applicants.
4. Oversee the issuance of clam licences.
5. Liaise between MLP and fishers regarding licence allocation, FRC applications, responds to inquiries, communicates in a professional manner.
6. Maintain a thorough knowledge of the National Online Licensing System (NOLS).
7. Monitor and comply with the administration of NOLS.

Stakeholder Engagement

1. Be the first point of contact for 'Namgis fishers and other MLP stakeholders.
2. Support 'Namgis entrepreneurs in their participation in commercial fisheries.
3. Promote MLP within the commercial fishing industry.
4. Positively engage with fishers and other 'Namgis members regarding MLP activities.
5. Prepare a monthly briefing of activities to the Board of Directors. Prepare a monthly newsletter from such briefing that may be shared with Chief and Council and the community at large, if requested by the Board of Directors.

Administration

1. Receive fishers and others at the MLP office.
2. Coordinate payment processing for all activities and approve payments for all administration, lease allocation and human resource activities.
3. Maintain an effective electronic and hard copy filing system.
4. Ensure the office runs smoothly (i.e., ordering office supplies, coverage for other staff to ensure regular office hours, monitors mailbox, etc.).
5. Complete Kuterra administration duties—payment processing, etc.
6. Assist in setting up Board Meetings and taking minutes.
7. Prepare quarterly report to the MLP Board on activities and future plans—the Board may also choose to share with Chief & Council and the community at large.
8. Provide administrative support for the training program as directed by the Training Coordinator.
9. Provide administrative support for owned vessel and fishing operations as directed by the Board of Directors.
10. Complete general administration duties as necessary.

Pacific Integrated Commercial Fisheries Initiative (PIFCI) Program Administration

1. Manage all aspects of PIFCI program requirements necessary to access Operational and Capital Support funding including: applications, data collection, reporting, etc.

Communication

1. Prepare monthly newsletter briefing to the Board of Directors on MLP activities—may also be shared with Chief and Council and the community at large.

Organizational Development & Human Resources

1. Be familiar with MLP assets including all licences, quota, equipment, gear and boats, and maintain a detailed list.
2. Assist the Board of Directors in developing policies and procedures for MLP to grow and develop as requested, including: MLP License Lease Policy (finalization and updates), 3-Year Strategic Plan, and working with 'Namgis Business Development Corp. (NBDC), the shareholder, to ensure alignment of strategic initiatives.
3. Help determine resource allocation and ensure proper reporting structure among employees.
4. Oversee and provide guidance to MLP staff, including but not limited to: approving timecards, facilitating payroll, annual performance reviews and staff supervision.
5. Monitor performance against goals to ensure that progress is being made, and that corrective action is taken if necessary.

6. Meet regularly with employees, facilitate resolution of issues/problems.
7. Create and implement a personal professional development plan to be reviewed annually.
8. Recruit, train and manage Relief Skippers and crew.

Business Development/strategic investment

1. Provide leadership for strategic business development and key corporate planning issues on major business decisions.
2. Develop and implement both short and long-term operational and strategic plans in accordance with MLP's business goals and mandate.
3. Oversee all aspects of new investments, including: assessing feasibility, funding applications, Board and/or council approvals, procurement, implementation, etc.
4. Be familiar with MLP business model and utilization of assets.
5. Stay apprised of opportunities for MLP and present them to the Board of Directors as appropriate.
6. Stay apprised of industry, market, policy and political issues affecting MLP and prepare a quarterly report to the Board of Directors that may be shared with parent corporation, NBDC, or with 'Nāmgis Chief and Council.
7. Regularly report to the Board of Directors on MLP's status in meeting its strategic and operational objectives and mandate.
8. Keep the Board of Directors informed about business activities, potential threats, opportunities and recommended actions.
9. Represent MLP in community meetings, Chief and Council meetings and any information sharing sessions with community groups.
10. Liaise with other 'Nāmgis Nation programs, government and the private sector to build business opportunities and reputation as well as acquire other financial contributions (grants or other) that may be available through various government or non-government programs to maximize financial leveraging for MLP.
11. Positively engage with fishers and other 'Nāmgis members in regards to MLP activities.
12. Participate in PICFI program initiatives/commercial fisheries enterprise (CFE) initiatives as requested by the Board of Directors.

Financial/Accounting

1. Work with the finance team, oversee MLP's accounting system, ensure systems are functioning effectively and the continuation of quarterly reporting, annual reporting and audit compliance.
2. Work with Board of Directors to create annual budgets (operational and capital).
3. Prepare an annual operational budget for the MLP vessels.
4. Communicate and collaborate with managers/employees to control spending, budgeting, reporting and operational excellence. Management of contracts and related expenses.
5. Work with legal counsel, manage/oversee all legal and regulatory matters as they apply to MLP.

Vessel Operations

1. Oversee the development of vessel operator agreements for MLP vessels, including but not limited to: Western Brave.
2. Oversee the safe running of MLP vessels, ensure the vessels meet safety requirements prior to and after each trip.

3. Ensure the boats have a full inspection before leaving the wharf and upon return, check for leaks and spills.
4. Ensure the everyday security of MLP vessels and equipment—boats are locked up and shore power is connected.
5. Facilitate member purchases of MLP vessels as necessary and directed by the Board of Directors.
6. Be familiar with and maintain a detailed list of MLP's assets, including all licenses, quota, equipment, gear and boats.
7. Ensure the Skippers and Crew that work on MLP vessels are Transport Canada Certified and have been approved by Mutual Marine Insurance (or other such insurance provider as decided by the Board in conjunction with the CEO) to run the vessel.
8. Have the Engineer log all or any mechanical issues that may arise. Report any material maintenance or needed repairs for the vessel to the directors.
9. Ensure catch reporting records/harvest logs as required by the DFO are submitted within the stipulated time period.

General

1. Familiarize self with MLP policies and procedures (when formalized), follow all procedures accurately, including MLP's service standards, annual performance reviews, etc.
2. Disclose any potential conflict of interest in any activities of MLP to the Board of Directors as soon as they arise.
3. Participate in Board Meetings and other meetings, such as community engagement sessions, annual meetings, etc. as necessary/requested. Ensures proper completion of Board minutes and timely distribution of Board materials prior to Board meeting to allow for adequate Board preparation.
4. Provide support to Board of Directors as requested.
5. Participate in company functions, such as community engagement sessions and annual meetings.
6. Create and implement a personal professional development plan that is reviewed annually.
7. Monitor legislation, regulations, policies, and procedures applicable to company operations.
8. Complete additional related duties as required for the effective operation of Mama'omas Enterprises General Partner Inc.

THE QUALIFICATION:

- Understanding of First Nations culture, traditions and structures
- Understanding of fisheries regulations and License process
- Personal accountability for results and achievement of goals
- Demonstrated ability to build and maintain cooperative and productive relationships
- Effective decision-making skills and ability
- Strategic thinking with the ability to assess opportunities and risks
- Ability to maintain strict confidentiality
- Demonstrated experience and skills in negotiations and conflict resolution
- Experience in proposal writing and knowledge of funding sources
- Demonstrated proficiency using Windows, Word and Excel computer software programs
- Strong Inter-personal, written and oral communications skills

Education/Experience

- University degree in Business Management, Commerce, or Economic Development preferred
- Experience working with and understanding of First Nations culture, traditions and structures
- Fisheries Management experience including business operations, leadership, finance, business development, planning and administration
- Experience reporting to a Board of Directors and familiarity with Board Governance is preferred
- Or an equivalent combination of education and experience

Additional Requirements:

- The preferred work location is Alert Bay. Remote work from within BC may be considered with the requirement for frequent travel to Alert Bay.
- Flexibility with working hours. A minimum of 20 hours per week is expected, which will increase depending on operational needs. Flexibility with the number hours of hours and working times including some evenings and weekends is required.

Interested and qualified candidates are encouraged to forward their cover letter and resume in confidence by October 11, 2023 to: Linda Heep HR Consulting Services - Email: Linda@LindaHeepConsulting.com with Subject line: Mama'omas.