



GITANYOW HEREDITARY CHIEFS OFFICE

Gitanyow Fisheries Authority

Job Opportunity: Programs Administrative Coordinator

Location: Gitanyow / Kitwanga, BC — office-based with flexible arrangements considered

Hours: Full-time, 35 hrs/week

Salary: \$52,700 - \$71,300

Deadline to Apply: June 22, 2026

About Gitanyow Hereditary Chiefs (GHC)

The Gitanyow Hereditary Chiefs are stewards of our lands, waters, and culture, upholding Gitanyow law, advancing our rights, and protecting the ecological and cultural integrity of our territories for generations to come. Our work spans legal advocacy, cultural revitalization, environmental stewardship, and sustainable economic development, all guided by the seasonal rhythms, values, and governance of Gitanyow.

We are seeking an Administrative Coordinator to help keep our growing portfolio of programs organized, compliant, and running efficiently — so our team can stay focused on the land, water and the work that matters.

The Opportunity

Gitanyow Fisheries Authority (GFA): the fisheries and wildlife management arm of the Gitanyow Hereditary Chiefs, is creating a new Administrative Coordinator position to meet the growing administrative demands of its programs. This is a mid-level coordination role at the heart of GFA's operations: the person in this role keeps contracts and contribution agreements on track, ensures financial reporting is accurate and timely, manages fleet and equipment accountability, and makes sure nothing falls through the cracks across a busy, multi-program environment.

The role is split approximately three days per week supporting Fisheries and two days per week supporting Wildlife, with flexibility based on seasonal workload. A background in fisheries or natural resource management is an asset, but it is not required. What matters most is strong administrative judgment, attention to detail, and a proven ability to manage complex files independently.

What You'll Do

Contract and Agreement Administration

- Track and administer all contracts and contribution agreements; maintain a master system for key dates, deliverables, and reporting obligations so nothing lapses.
- Parse contract terms to monitor compliance; flag discrepancies and non-compliance issues (including unauthorized hours in Payworks) before they reach management for approval.



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- Draft and format standard contracts under the direction of the Program Director; manage execution, distribution, and filing of signed agreements.
 - Administer grant and contribution agreements, ensuring all administrative reporting requirements are submitted on schedule.

Fleet, Asset and Compliance Management

- Manage fleet insurance including renewals, incident documentation, and insurer coordination; maintain accurate fleet records.
- Develop and maintain an asset tracking system for program equipment — tools, field gear, high-visibility apparel, and other assets — to reduce loss and support accountability.
- Maintain staff certification and training records; proactively flag upcoming expiry dates to supervisors.

Financial Administration and Reporting

- Take over program invoicing; review, code, and submit invoices in coordination with Finance, ensuring accuracy and timely processing.
- Maintain budget tracking for assigned programs; produce expenditure summaries in formats compatible with project proposals and funder reporting.
- Coordinate with the Finance team to verify the accuracy of Sage-generated financial reports; perform routine analysis and flag anomalies.

Data Management and Program Support

- Manage and improve administrative data workflows; design and maintain organized filing systems and tracking tools across program areas.
- Support report writing and grant application processes by compiling data, formatting documents, and coordinating internal review and submission.
- Provide general administrative support to the Program Director and Project Managers, including meeting preparation and correspondence.

Who You Are

You are the kind of person who gets satisfaction from a well-organized system: you build trackers, maintain files, and follow up on deadlines not because someone told you to, but because loose ends bother you. You manage multiple priorities without dropping the ball, and when things shift (and they will), you adjust without losing momentum.

You communicate proactively. Stakeholders don't have to chase you for updates: you keep people in the loop as a matter of course, and you know that a brief heads-up at the right



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moment prevents a bigger problem later. You're comfortable working across a team where some people are in the office and others are out in the field, and you adapt your communication style to fit.

You're at ease with financial data: spreadsheets, budget summaries, and coded invoices don't intimidate you, and you notice when something doesn't add up. You write clearly and professionally, whether you're drafting a contract, preparing correspondence, or pulling together a report.

You understand that First Nations governance operates on its own timeline, shaped by community priorities, seasonal rhythms, and processes that can't always be rushed. You don't mistake that pace for inefficiency: you work within it patiently and effectively, keeping your files current and your systems running so that when the work accelerates, everything is ready.

You approach your work with respect for Gitanyow culture, history, and values. You don't need to be an expert, but you come with genuine curiosity and a willingness to learn.

What You Bring

Education

- 2-year diploma in Office Administration, Business Administration, or a related field; or an equivalent combination of education and experience. A bachelor's degree is an asset.

Experience

- 3–7 years of experience in an administrative coordination role with responsibility for contracts, agreements, or financial tracking.
- Demonstrated experience managing multiple contracts or contribution agreements simultaneously.
- Experience with invoicing, budget tracking, and financial reporting; familiarity with Sage or similar accounting software is a strong asset.
- Familiarity with payroll or HR systems (e.g., Payworks) is an asset.
- Experience working in or with First Nations organizations, government programs, or natural resource management environments is an asset.

Skills and Competencies

- Exceptional organizational skills and attention to detail; able to manage multiple files and deadlines without dropping the ball.
- Self-motivated and systems-oriented; builds and improves administrative workflows proactively rather than reactively.
- Strong written communication skills for contract drafting, correspondence, and report preparation.



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- Comfortable working with financial data; able to produce clear, accurate budget summaries and flag discrepancies.
- Proficient in Microsoft Office (Excel, Word, Outlook); experience with document management systems is an asset.
- Tact and discretion in handling confidential information and in communicating compliance expectations to contractors and partners.
- Demonstrates respect for Indigenous culture, protocols, and values; willingness to learn about Gitanyow history and governance.

Why Join Us

This is a meaningful role in an organization doing important work. GFA stewards the fish and wildlife resources of Gitanyow Lax'yip on behalf of the Gitanyow Hereditary Chiefs and their communities, work grounded in Indigenous law, ecological responsibility, and a commitment to future generations.

You'll be part of a small, dedicated team that values initiative, collaboration, and cultural respect, operating in one of the most ecologically rich and culturally significant territories in northwestern BC. Your work will directly support the organization's ability to deliver on its commitments to the land and the people who depend on it.

Diversity & Inclusion

The **Gitanyow Hereditary Chiefs** are committed to a workplace rooted in our values, laws, and traditions, guided by Gitksan principles of **respect, reciprocity, balance, and interconnectedness**, while welcoming the knowledge, skills, and perspectives of others.

We value diversity as a source of strength in our governance, community, and stewardship of Gitanyow Lax'yip. In the spirit of **ceremony, knowledge sharing, and community responsibility**, we ensure everyone feels respected, heard, and empowered to contribute.

We encourage applications from Indigenous peoples, equity-seeking groups, and all who share our commitment to the land, resilience, and future generations. **Preference will be given to Gitanyow members and Indigenous applicants**, but all are welcome, your unique experiences matter, and every voice strengthens our community.

How to Apply

Please send your **resume**, a **brief cover letter**, with the **Subject Line: Programs Administrative Coordinator, [your full name]**, to:

 careers@gitanyowchiefs.ca



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17 Application Deadline: JUNE 22, 2026

We thank all candidates for their interest; only those selected for interviews will be contacted.

