



# Atlantic States Marine Fisheries Commission

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*Douglas E. Grout (NH), Chair*

*James J. Gilmore, Jr. (NY), Vice-Chair*

*Robert E. Beal, Executive Director*

*Vision: Sustainably Managing Atlantic Coastal Fisheries*

## VACANCY ANNOUNCEMENT

### FISHERIES AND ADMINISTRATIVE ASSISTANT

**VACANCY #: 0028**

*Location:* Arlington, VA  
*Closing Date:* 05/31/2017

*Salary:* \$ 38,000-\$42,000 annually with benefits  
*(Salary commensurate with experience)*

**Duties:** The Fisheries and Administrative Assistant (FAA) has two primary responsibilities (1) perform daily administrative tasks associated with the front office, and (2) provide technical support to the Commission's outreach, fisheries management, and science programs. The FAA is expected to be a team player, performing routine duties independently, proactively and in a timely manner.

This entry level position is targeted towards individuals with a Bachelor's degree in biology/environmental sciences who are seeking exposure and experience in the field of marine fisheries management. Responsibilities are equally split between administrative and technical support, providing the incumbent an opportunity to support the Commission in its daily operational activities as well as receive exposure to all aspects of the marine fisheries management process.

This position is classified as non-exempt and therefore eligible for overtime. Compensatory time will be provided at a rate of 1 and ½ hours for any hours worked over 40 hours in a workweek (workweek is defined as Sunday to Saturday).

**Qualifications:** A Bachelor's degree in biology, marine biology or environmental science is preferred. Applicants should have strong verbal and writing skills; ability to research and prepare draft documents, articles, and outreach/education materials; an eagerness to learn, be a team player and perform tasks as requested; and a strong working knowledge of Microsoft Office Suite. Must be eligible to work in the United States.

**Application Process:** Please email a resume and cover letter referencing the vacancy number to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 ([asmfc-jobs@asmfc.org](mailto:asmfc-jobs@asmfc.org)). The vacancy number (**#0028**) must be identified in the subject line.

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The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the better utilization of the fisheries, marine, shell and anadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate conservation and management for nearshore migratory fishery resources.

**AN EQUAL OPPORTUNITY EMPLOYER**

## **POSITION DESCRIPTION**

**Position Title:** Fisheries and Administrative Assistant

**Classification:** Administrative I

**General Description:**

The Commission is seeking qualified applicants for the position of Fisheries and Administrative Assistant (FAA). The FAA has two primary responsibilities (1) perform daily administrative tasks associated with the front office, and (2) provide technical support to the Commission's outreach, fisheries management, and science programs. The FAA is expected to be a team player, performing routine duties independently, proactively and in a timely manner.

This entry level position is targeted towards individuals with a Bachelor's degree in biology/environmental sciences who are seeking exposure and experience in the field of marine fisheries management. Responsibilities are equally split between administrative and technical support, providing the incumbent an opportunity to support the Commission in its daily operational activities as well as receive exposure to all aspects of the marine fisheries management process.

**Specific Duties:**

***Administrative Tasks***

1. Receptionist – Greets guests, answers incoming calls, handles incoming and outgoing deliveries, and secures office at the end of each work day
2. Coordinates the mailings of press releases, newsletters, reports, correspondence, and information requests
3. Assists in the preparation of materials for tradeshow and ASMFC meetings
4. Maintains a thorough and working knowledge of the mailing system and all USPS guidelines as they apply to the Commission
5. Reviews and updates SOPPS that fall within the FAA's responsibility.
6. Other duties as assigned.

***Technical Tasks***

7. Assists with quarterly meetings preparation and conduct, including capturing Board motions during meetings
8. Assists Communication Director in preparing and updating outreach materials/products, including newsletter articles, reports and social media/website content.
9. Applies knowledge of fisheries to assist technical staff with the preparation of draft management and science documents, fishery management plan reviews, and public comment summaries.
10. Other duties as assigned.

### Supervision

The Fisheries Administrative Assistant reports to the Director of Communications.

### Work Environment

Work is performed in an office setting, with limited travel to attend ASMFC meetings.

### Overtime

The Fisheries and Administrative Assistant is classified as non-exempt based on the Fair Labor Standards Act. Compensatory time will be provided at a rate of 1 and ½ hours for any hours worked over 40 hours in a workweek (workweek is defined as Sunday to Saturday).

### Requirements

A Bachelor's degree in biology, marine biology or environmental science is preferred. Applicants should have strong verbal and writing skills; ability to research and prepare draft documents, articles, and outreach/education materials; an eagerness to learn, be a team player and perform tasks as requested; and a strong working knowledge of Microsoft Office Suite.