



# Atlantic States Marine Fisheries Commission

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

*Patrick C. Keliher (ME), Vice-Chair*

*Robert E. Beal, Executive Director*

*Vision: Sustainably Managing Atlantic Coastal Fisheries*

## VACANCY ANNOUNCEMENT

### FISHERIES SCIENCE COORDINATOR

**VACANCY #: 0034**

*Location:* Arlington, VA

*Salary:* \$ 46,000 - \$52,000 annually with benefits

*Closing Date:* February 12, 2018

**Duties:** The *Fisheries Science Coordinator* is responsible for organizing the activities of the ASMFC scientific committees, and other special projects within the Fisheries Science Program. The Coordinator works closely with state and federal fisheries scientists and managers in several focal areas, including fishery-independent surveys, fishery-dependent sampling, fisheries economics, and ecosystem modeling. The Science Program assists the Commission and its member states, in cooperation with federal fisheries management agencies, to coordinate and improve Atlantic coast data collection and analysis, and research programs that provide scientific advice for effective fisheries management. The attached position description contains more detailed information. The Commission's website ([www.asmfc.org](http://www.asmfc.org)) provides applicants with comprehensive descriptions of all ASMFC activities. Preference will be given to applicants with experience in fishery-independent sampling, statistics and data analysis, and research grant writing.

The *Fisheries Science Coordinator* position is based in the Arlington, Virginia office and may require frequent overnight travel, primarily along the Atlantic Coast. The Coordinator reports to the Director of Fisheries Science, and also works closely with the Commission's Stock Assessment Scientists and Fishery Management Plan Coordinators.

**Qualifications:** Applicants must have a graduate degree in fisheries science, marine biology, or a related field. Interdisciplinary training in fisheries management, proven writing and speaking skills, communication and interpersonal skills, and group coordination skills should be demonstrated. Experience and interest in fisheries socioeconomics is also desired. The salary for the position will be within the range listed above and based on applicant experience. Must be authorized 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 [asmfc-jobs@asmfc.org](mailto:asmfc-jobs@asmfc.org). The vacancy number (**#0034**) must be identified in the subject line.

Atlantic States Marine Fisheries Commission (ASMFC) is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual preference, disability, or any other legally protected status.

ASMFC is unable to sponsor applicants for work visas.

If you have a disability and need assistance applying for this position, you may call the ASMFC Human Resources office at (703) 842-0740 between the hours of 8:00 a.m. and 3:00 p.m. ET, Monday – Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.

*Company Profile:* 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.

## Position Description

Position Title: Fisheries Science Coordinator

### General Description:

The Fisheries Science Coordinator is responsible for organizing the activities of the ASMFC scientific committees, and other special projects within the Fisheries Science Program. The Coordinator works closely with state and federal fisheries scientists and managers in several focal areas, including fishery-independent surveys, fishery-dependent sampling, fisheries economics, and ecosystem modeling. The Science Program assists the Commission and its member states, in cooperation with federal fisheries management agencies, to coordinate and improve Atlantic coast data collection and analysis, and research programs that provide scientific advice for effective fisheries management. The Science Program assists in increasing compatibility between state, federal, and university data collection programs; responding to priority research issues and development of regional research programs; improving integration of fishery-dependent (recreational, commercial, biological, social, and economic) and fishery-independent data in Commission stock assessments; improving accuracy, precision, and timeliness of recreational and commercial data; coordinating efforts to decrease duplication of sampling efforts and fill gaps in sampling; and providing information to fishing organizations and the general public.

### Specific Duties:

- 1) Coordinate the activities of the Commission's Management and Science Committee, Assessment Science Committee, Committee on Economics and Social Sciences, and Ecological Reference Points Workgroup. Keep detailed records of committee discussions, recommendations, and actions.
- 2) Coordinate the activities of the Southeast Area Monitoring and Assessment Program's in the South Atlantic region (SEAMAP-SA), in collaboration with the states from North Carolina through Florida, NOAA Fisheries, and the U.S. Fish and Wildlife Service. Provide staff support to the SEAMAP-South Atlantic Committee and SEAMAP Work Groups. Assist in the development of program priorities and specific fishery-independent data collection programs to support SEAMAP goals and objectives. Provide liaison and coordination with the SEAMAP programs in the Gulf of Mexico and Caribbean regions. Maintain the SEAMAP website ([www.seamap.org](http://www.seamap.org)).
- 3) Coordinate the activities of the Northeast Area Monitoring and Assessment Program (NEAMAP), in collaboration with the states from Maine through North Carolina and NOAA Fisheries. Provide staff support to the NEAMAP Board, Operations Committee, and technical committees. Assist in the development of Program priorities and specific fishery-independent data collection programs to support NEAMAP goals and objectives. Maintain the NEAMAP website ([www.neamap.net](http://www.neamap.net)).
- 4) Conduct special projects, workshops, meetings, and cooperative programs as assigned by the Director to address regional and coast wide fisheries research and scientific issues.
- 5) Participate as a member of the Biological and Bycatch Committees of the Atlantic Coastal Cooperative Statistics Program (ACCSP) to develop consistent fishery-dependent data collection programs.
- 6) Coordinate with other staff to ensure integration of activities among all Commission programs.

### Supervision

The Fisheries Science Coordinator reports directly to the Director of Fisheries Science, and is expected to exercise a substantial amount of independence in accomplishing work subject to the direction of the supervisor. The Coordinator will have frequent opportunities to work closely with senior scientists at the Commission, in academia, and at state and federal fisheries agencies.

### Work Environment

Work is performed in an office setting; however, it involves frequent travel. The position also involves periods of demanding workload and quick work product turnaround, including integrating a number of complex and controversial tasks at one time.

### Overtime

The position is not qualified for overtime under the Fair Labor Standards Act. Flexible working hours (with supervisory approval) are available under the Commission's policies; however, the Fisheries Science Coordinator is a salaried employee, and is expected to put in the effort necessary to make the Commission's programs successful.