VACANCY ANNOUNCEMENT

OUTREACH & FISHERIES ASSISTANT
VACANCY #: 22-014

Location: Arlington, VA
Salary: $42,000 – 46,000 annually with benefits
Closing Date: 06/24/22
(Salary commensurate with experience)

Duties
The Outreach & Fisheries Assistant (OFA) has two primary responsibilities (1) providing technical support to the Commission’s outreach, fisheries management, and science programs, and (2) performing daily administrative tasks associated with the front office. The OFA is expected to be a team player, performing routine duties independently, proactively, and in a timely manner.

This entry-level position is targeted toward individuals with a Bachelor’s degree in marine biology or the environmental sciences who are seeking exposure and experience in the field of marine fisheries management. Responsibilities include both 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.

Supervision and Work Environment
The OFA is based out of the Arlington, Virginia office of the Atlantic States Marine Fisheries Commission (ASMFC), and reports to the Director of Communications on a daily basis. This is a full-time salaried position and is not qualified for overtime under the Commission’s policies. Compensatory time and flexible working hours (including part-time telecommuting with the supervisor’s approval) are available under the Commission’s policies.

Qualifications
A Bachelor’s degree in biology, marine biology, or environmental science is preferred. Applicant should have strong verbal and written communications skills; the 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 the Microsoft Office Suite. The applicant must have an interest in and experience with communication tools and social media such as Facebook, Twitter, LinkedIn, Constant Contact, story mapping, infographics, video editing, and online meeting platforms (GoToMeeting, Zoom, Webex, etc.).

Application Process
Please email a resume and cover letter 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) by the closing date of June 24, 2022. The vacancy number (22-014) must be identified in the subject line.
Organization 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 diadromous, 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 the conservation and management of nearshore migratory fishery resources.

The Commission is an Equal Employment Opportunity 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 9:00 a.m. and 4:00 p.m. ET, Monday – Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.