



## VACANCY ANNOUNCEMENT

The Mid-Atlantic Fishery Management Council (Council) is seeking candidates for the position of Assistant Plan Coordinator. The Council manages fishery resources in the U.S. Exclusive Economic Zone off the coast of the Mid-Atlantic region (New York through North Carolina). Additional information about the Council is available at [www.mafmc.org](http://www.mafmc.org).

<b>Position:</b>	Assistant Plan Coordinator
<b>Opening Date:</b>	July 2, 2018
<b>Closing Date:</b>	August 10, 2018
<b>Location:</b>	Dover, Delaware
<b>Position Overview:</b>	The Assistant Plan Coordinator candidate will assist the Executive Director and other members of the Council staff in the identification and analysis of issues pertaining to the science and management of marine fisheries in the Mid-Atlantic region (New York through North Carolina). The candidate will also assist in the analysis of proposed fishery management measures and the development of Council documents that comply with the provisions of the Magnuson-Stevens Fishery Conservation and Management Act (MSA), National Environmental Policy Act (NEPA), and other applicable statutes.
<b>Duties:</b>	<p>Specific responsibilities of this position include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Developing policy papers and decision documents to help the Council respond to ocean policy issues and assist in the development of solutions to complex marine resource problems, including ecosystem-related challenges.</li> <li>• Preparing biological, economic, and social analyses and reports for use in the development of fishery management plans and their amendments.</li> <li>• Coordinating management activities with the National Marine Fishery Service (NMFS) Greater Atlantic Regional Fisheries Office and the Northeast Fisheries Science Center, Atlantic States Marine Fisheries Commission, other regional Councils, and NMFS Headquarters.</li> <li>• Acting as a spokesperson for the staff in discussions with the Council or the Council's committees on matters relating to proposed fishery management regulations.</li> <li>• Attending and facilitating public hearings, committee meetings, and other meetings as required.</li> <li>• Other duties as assigned.</li> </ul>
<b>Salary and Benefits:</b>	The starting salary range for this position is \$44,670 - \$78,226 annually, depending on prior experience. Benefits include health insurance, life insurance, annual (vacation) and sick leave, and a 401K retirement program.
<b>Qualifications:</b>	<p><b>Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree in marine policy or science related discipline.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ability to effectively communicate technical information to non-technical audiences clearly and succinctly, both verbally and in writing.</li> <li>• Knowledge of U.S. fishery management institutions and relevant laws, including MSA, NEPA, Endangered Species Act, and others.</li> <li>• Proficiency in the use of computers and software packages for report generation and data analysis (for example, using Excel, SAS, R, or other programs).</li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Master's degree in fishery science, natural resource economics, or closely related disciplines.</li> <li>• Familiarity with Mid-Atlantic fisheries and their management.</li> <li>• Demonstrated ability in fisheries management policy analyses, quantitative data analysis, and technical writing.</li> <li>• Experience with multi-disciplinary teams.</li> <li>• Experience in preparation of NEPA documents (Environmental Assessments and/or Environmental Impact Statements).</li> </ul>
<p><b>To Apply:</b></p>	<p>Qualified applicants should submit the following items:</p> <ol style="list-style-type: none"> <li>1. <b>A resume</b> detailing your education, relevant experience, training, skills, and other information to support your qualification for the position.</li> <li>2. <b>A written narrative assessment</b> that provides clear, concise descriptions of your qualifications relative to the following areas: <ul style="list-style-type: none"> <li>▪ Knowledge of the Council's activities, functions and responsibilities;</li> <li>▪ Skill in developing solutions to complex natural resource management problems;</li> <li>▪ Data analysis skills;</li> <li>▪ Skill working on a team to help coordinate activities and programs related to the conservation and management of natural resources;</li> <li>▪ Ability to effectively communicate technical data and information to non-technical audiences, and efficiently provide information to various constituencies both verbally and in writing;</li> </ul> </li> </ol> <p><i>References and education transcripts are not needed at this time but may be requested prior to hiring.</i></p> <p>Please submit these materials to Dr. Christopher Moore, Executive Director, by email (<a href="mailto:cmoore@mafmc.org">cmoore@mafmc.org</a>) or U.S. Mail: Mid-Atlantic Fishery Management Council, Attn: Chris Moore, 800 N. State Street, Suite 201, Dover, DE 19901. Applications must be received or postmarked by <b>August 10, 2018</b>.</p>
<p><b>Terms of Employment:</b></p>	<p>Upon hiring, the selected applicant will enter an initial probationary period of one year during which his or her performance will be evaluated by the Executive Director. Unsatisfactory performance, and/or failure to demonstrate the skills required for this position, may result in termination of employment at the end of the probationary period.</p>
<p><b>Contact:</b></p>	<p>Questions about the position should be directed to Dr. Christopher Moore at (302) 526-5255.</p>