



## JOB ANNOUNCEMENT

The Mid-Atlantic Fishery Management Council (Council), headquartered in Dover, Delaware, is seeking applicants for an Administrative Support Specialist position. The Council is responsible for the conservation and management of fisheries within the U.S. Exclusive Economic Zone off the coast of the Mid-Atlantic region (North Carolina to New York). Additional information about the Council is available at [www.mafmc.org](http://www.mafmc.org).

**Position:** Administrative Support Specialist

**Date Posted:** April 26, 2021

**Closing Date:** May 14, 2021

**Location:** Dover, Delaware

**Salary Range:** \$41,000 - \$52,000 annually

### Position Summary

The Administrative Support Specialist is a full-time position reporting directly to the Executive Director. This position provides administrative support to the Council staff to ensure accurate and timely workflow, and efficient and effective office operations. Individuals skilled in a Microsoft program environment with experience in information organization and database management preferred. Strong interpersonal, organizational, and writing skills are desired.

### Duties and Responsibilities

#### Administrative Duties

- Answer phones and route calls to the appropriate staff member.
- Collect and distribute incoming mail and send outgoing mail.
- Manage office supply inventory and place orders as needed.
- Ensure functionality of office equipment, coordinate all equipment maintenance, and requisition new equipment as needed.
- Coordinate the maintenance of Council vehicles.
- Maintain Council files, both electronic and paper, in an organized manner and in accordance with federal guidelines.
- Respond to public requests for information.
- Maintain contact databases and email distribution lists.
- Prepare and distribute official correspondence.
- Maintain organization templates and update as needed.
- Assist in the preparation of annual progress reports.
- Maintain an office calendar, and schedule meetings and appointments as requested.

### Meeting Planning and Coordination

This position has overall responsibility for planning and organizing logistics for six Council meetings per year plus numerous committee and advisory body meetings and public hearings. Specific duties include, but are not limited to:

- Schedule and identify locations for future Council meetings (typically 1-2 years in advance) and other meetings as requested.
- Secure meeting space and lodging for participants, ensuring that meeting venues have the appropriate technology capabilities and can meet the needs of the meeting being planned.
- Prepare and submit Federal Register notices for all scheduled meetings within the required timeframes.
- Prepare travel authorizations and distribute travel vouchers to meeting participants.
- Coordinate travel arrangements as requested.
- Communicate effectively with staff, Council members, other meeting participants, ensuring that meeting information is accurate and provided in a timely manner.
- Attend all Council meetings (6 per year, 3-4 days each, in locations throughout the Mid-Atlantic region), and other meetings as assigned.
- Oversee all aspects of Council meeting planning, execution, and follow-up. Specific tasks (in addition to those described above) include drafting and distributing meeting agendas, compiling and distributing printed and electronic briefing materials, planning hospitality events, coordinating with meeting presenters and speakers, transporting and setting up AV equipment (microphones, speakers, projectors, etc.), setting up and monitoring the webinar broadcast throughout the meeting, troubleshooting IT issues as needed, providing on-site coordination with facility staff, creating and editing meeting recordings, assisting with the compilation of follow-up reports, and ensuring that all meeting records are organized and stored in an appropriate manner.

### Staff Support

- Assist with the preparation, proofreading, and formatting of documents and reports.
- Assist with tasks such as sending email communications to stakeholder lists and making minor website updates, ensuring attention to detail and overall quality.
- Assist with the collection and organization of public comments.
- Provide assistance to the Financial Officer, as needed.
- Other tasks as assigned.

### **Travel Requirements**

Duties require overnight travel to locations throughout the Mid-Atlantic region (North Carolina to New York), usually 3-4 days every two months.

### **Minimum Requirements**

- Education: An Associate's or Bachelor's degree (preferred) in a relevant field.
- Experience: At least three years' experience in a professional administrative role.
- Other: Must have a valid driver's license at time of hiring and for continued employment.

### **Other Qualifications**

The ideal candidate:

- Enjoys interacting with the public and has a positive/outgoing work attitude.

- Has excellent written and verbal communication skills.
- Is able to work independently and prioritize and execute multiple tasks at once to meet organizational needs.
- Is reliable, detail oriented, and organized.
- Has excellent computer skills and strong working knowledge of PowerPoint, Word, Excel and Outlook.
- Has knowledge of basic bookkeeping and associated software (e.g., QuickBooks).
- Is able to take in complex information and directions and apply them effectively to work tasks.
- Has a proven ability to maintain high productivity and communicate effectively with a team.

Though not required, the following qualifications are helpful/preferred:

- Experience with meeting or event planning.
- Experience with setting up and operating audio/visual equipment.
- Knowledge of the Council's activities, functions and responsibilities.

### **Compensation/Location**

The starting salary range for this position is \$41,000 - \$52,000 depending on prior experience. The Council offers a comprehensive benefits package including health and dental insurance, life insurance, annual (vacation) and sick leave, and a 401K retirement program.

### **How to Apply**

Qualified applicants should submit a cover letter and résumé detailing relevant experience, training, and education that clearly support the position requirements. Please also provide contact information for three references. Please submit these materials to Dr. Christopher Moore, Executive Director, by email ([cmoore@mafmc.org](mailto:cmoore@mafmc.org)). Applications must be received no later than May 14, 2021.

### **Terms of Employment**

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.

*The Mid-Atlantic Fishery Management Council is an Equal Employment Opportunity employer that does not discriminate on the basis of race, color, religion, national origin, age, disability, reprisal, sex, sexual orientation, status as parent, or any other characteristic protected by applicable federal, state or local laws (50 CFR 600.120). Council staff positions are filled solely on the basis of merit, competence, and qualifications.*