



**Mid-Atlantic Fishery Management Council**  
800 North State Street, Suite 201, Dover, DE 19901  
Phone: 302-674-2331 | Fax: 302-674-5399 | [www.mafmc.org](http://www.mafmc.org)  
Richard B. Robins, Jr., Chairman | Lee G. Anderson, Vice Chairman  
Christopher M. Moore, Ph.D., Executive Director

September 2, 2014

## **VACANCY ANNOUNCEMENT**

*Assistant Fishery Plan Coordinator*

**Closing Date:** Friday, October 10, 2014

### **Description:**

The Mid-Atlantic Fishery Management Council (Council) seeks candidates for the position of Assistant Fishery 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).

The successful 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 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.

### **Responsibilities:**

Developing policy and position papers 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.

Preparing biological, economic, and social analyses and reports for use in the development of fishery management plans and their amendments.

Coordinating management activities with the National Marine Fishery Service (NMFS) Greater Atlantic Regional Office and the Northeast Fisheries Science Center, Atlantic States Marine Fisheries Commission, other regional Councils, and NMFS Headquarters.

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.

Attending public hearings, committee meetings, and other meetings as required.

Other duties as assigned.

**Location:** Dover, Delaware

**Salary and Benefits**

**Salary Range:** \$41,797 - \$73,193 annually

The selectee will be eligible for health insurance, life insurance, annual (vacation) and sick leave, and will be covered under the Council's 401K retirement program.

**Qualifications:**

**Minimum Requirements:**

Bachelor's degree in marine policy or science related discipline.

Ability to effectively communicate technical information to non-technical audiences and to write clearly and succinctly.

Knowledge of U.S. fishery management institutions and relevant laws, including MSA, NEPA, Endangered Species Act, and others.

Proficiency in the use of computers and software packages for report generation and data analysis.

**Preferred Qualifications:**

Master's degree in fishery science, natural resource economics, or closely related disciplines.

Familiarity with Mid-Atlantic fisheries and their management.

Demonstrated ability in fisheries management analyses and technical writing.

Experience with multi-disciplinary teams.

Experience in preparation of EAs/EISs, with emphasis on provisions of NEPA.

**Application Instructions:**

Applicants should submit a **resume and written narrative assessment** including the information described in the sections below. Both items are necessary to receive full consideration:

**A written resume that includes the following information:**

Title of position for which you are applying.

Personal Information:

Full name, mailing address (with zip code) and day/evening telephone numbers

Country of Citizenship

Education:

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Colleges and/or Universities attended, city, state and zip code.

Major field(s) of study.

Type and year of degree(s) received.

**Work Experience** (*Please provide the following details for each relevant position you have held*):

Job title

Duties and accomplishments

Number of hours per week

Employers' names

Supervisors' names and phone numbers (Please indicate whether your current supervisor may be contacted)

Starting and ending dates of employment (month and year)

Salary

**Other Qualifications:**

Job-related training courses (title and year)

Job-related skills (e.g. computer software/hardware, typing speed, etc.)

Job-related certificates and licenses

Job-related honors, awards, and special accomplishments

**A written narrative assessment of your qualifications that** provides clear, concise descriptions of your experience (paid or unpaid), education, training and professional development relative to the following areas:

Knowledge of the Council's activities, functions and responsibilities.

Skill in developing solutions to complex natural resource management problems.

Skill working on a team to address and help coordinate activities and programs related to the conservation and management of natural resources.

Ability to effectively communicate technical data and information to non-technical audiences, and efficiently provide information to various constituencies both verbally and in writing.

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Applications may be submitted by email or mail and should be addressed to Dr. Christopher Moore, Executive Director:

**Email:** [cmoore@mafmc.org](mailto:cmoore@mafmc.org)

**Mail:** Mid-Atlantic Fishery Management Council  
Attn: Chris Moore

800 N. State Street, Suite 201

Dover, DE 19901

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**Evaluation and Terms of Employment**

Failure to submit required documents and information requested by the closing date of this announcement will result in your application not receiving full consideration. Applicant qualifications will be evaluated solely on the information submitted in their applications. Highly qualified candidates will be contacted for a personal interview.

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.

**Contact**

Questions about the position should be directed to Dr. Christopher Moore at (302) 526-5255.