



VACANCY ANNOUNCEMENT

## Technical/Administrative Specialist

**Starting Salary Range:** \$60,000 - \$80,000 DOE

**Location:** Anchorage, Alaska

**Closing Date:** Application period is open until position is filled; first review of candidates on July 26, 2024

**How to Apply:** Submit resume and letter of interest in a single PDF to [maria.davis@noaa.gov](mailto:maria.davis@noaa.gov)

### About the job:

The North Pacific Fishery Management Council is seeking a motivated candidate to provide technical and administrative support for the Council. The Council is responsible for sustainable management of fisheries in the Federal waters offshore of the coast of Alaska. To accomplish this, we hold 5 major meetings a year that last approximately 12 days in a row, usually in-person at a large hotel or convention center venue. You will work collaboratively with the administrative team to prepare for the meetings, run the tech and A/V with Council equipment, provide administrative support to members and attendees, and help wrap up after the meetings. Two of the five meetings are outside Anchorage and require travel. When not in meetings, you will work in the Council offices in downtown Anchorage.

### Job specifics:

Mainly, the job requires that you feel comfortable with technology, can teach basic computer skills to those who require it, and that you can troubleshoot problems and implement solutions independently in a compressed timeframe. Being able to multi-task is a must, and is often required during the meetings. Your ability to prioritize and coordinate workflow daily, sometimes hourly, in a fast-paced and changing environment (especially during a Council meeting) is important. Work is mostly in-person.

The job requires you to be very good at the following skills:

- **Logistics** – understand scheduling and timing; develop workflow on a project, communicate priorities for planning
- **Teaching** – you may be the expert in many technical situations and will need to relay information tactfully to a diverse audience
- **Technical and equipment upkeep** – we have an IT firm to manage some of our requirements, but often we need in-house support for troubleshooting or recommendations
- **Problem solving** – quickly understand the nature of a problem and offer options for the most effective solution which take into account the tradeoffs of time, quality, and cost
- **Document preparation** – format analytical documents from a variety of sources using word styles, excel data, and google docs; assist staff with simple graphics
- **Meeting support** – staff meetings, run zoom, receive and format meeting motions; post documents for public, and interact with the Council in a support role

### About you:

- **Excellent written and oral communicator.** Because you will be working so closely as part of the administrative team, and a larger part of the Council staff, you will need to relay and share information in a way that fits your audience, whether it's someone from another agency, or the general public at a Council meeting.
- **Strong decision-making,** problem solving, and critical thinking skills.

- **Strategic thinker and planner.** Ability to conceptualize the scope of a problem and analyze potential impacts. Capable of managing multiple projects and deadlines.
- **Independent and adaptable.** Resourceful and self-directed with a strong sense of ownership for responsibilities. Must be flexible and demonstrate willingness and ability to readily respond to changing circumstances and priorities.
- **Interpersonal skills.** Ability to work professionally with people from diverse scientific and technical backgrounds. Ability to establish and maintain good working relationships, and to work effectively as part of a team.

Ideally, we are also looking for a candidate with at least 5 years of experience in a professional office setting, who must have a valid driver's license and can pass a Federal background check.

### **Pay and Benefits:**

Starting salary range \$60-80k depending on experience, plus the benefits of a federal/state position.

Benefits include:

- Employer-paid health, dental, vision, audio, and life insurance for employee and family
- Retirement plan through the State of Alaska, and additional 403(b) and 457(b) plan options
- Flexible spending account options – pre-tax health and dependent care
- Vacation, sick, parental, civic, administrative, and military leave commensurate with Federal employment policies
- Paid time off during 11 Federally-recognized holidays
- Some telework flexibility
- Potential for promotion, pay increases, and bonuses
- Employer-paid cellphone and service

### **How to Apply**

If you believe you are qualified for this position, please email a single PDF of your resume and a letter of interest to [maria.davis@noaa.gov](mailto:maria.davis@noaa.gov). The position is open until filled, however the first review of applications will occur on July 26, 2024.

The interview process will include a skills test focusing on technical aspects of what you already know with regard to software and procedure, how you search for answers to what you do not know, and how you prioritize your time under stress.

**Working conditions:** This position is located at the Council office in Anchorage, Alaska. The daily work environment will include working at a desk in an office setting at least 30 hours a week, with opportunities for flexible scheduling and telework during the remaining 10 hours of the workweek. You will be required to work outside normal business hours and on weekends or holidays during the 5 Council meetings per year, and occasionally at other times. Travel is required to participate in meetings and conferences. Physical lifting is required to set up meetings.

More details about the office, our projects and programs, meeting schedules, and staff are available at [npfmc.org](http://npfmc.org).

*The North Pacific Fishery Management Council is an Equal Employment Opportunity employer. We actively strive and evolve to develop and maintain workspaces that are diverse and inclusive. This means we do not discriminate against any job applicant or employee, and we encourage candidates from underrepresented groups to apply.*