



SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

4055 Faber Place Drive, Suite 201, North Charleston SC 29405

Call: (843) 571-4366 | Toll-Free: (866) SAFMC-10 | Fax: (843) 769-4520 | Connect: www.safmc.net

Jessica McCawley, Chair | Mel Bell, Vice Chair

Gregg T. Waugh, Executive Director

RECRUITMENT ANNOUNCEMENT

Date: December 26, 2018
Title: **Meeting and Grants Coordinator/Office Assistant**
Location: South Atlantic Fishery Management Council
4055 Faber Place Drive, Suite 201
North Charleston, South Carolina 29405

The South Atlantic Fishery Management Council, headquartered in North Charleston, S.C., is responsible for the conservation and management of fish stocks within the federal 200-mile limit of the Atlantic off the coasts of North Carolina, South Carolina, Georgia, and east Florida to Key West. The Council is responsible for Coastal Migratory Pelagics from New York to Florida and for Dolphin/Wahoo, from Maine to Florida.

The Meeting and Grants Coordinator/Office Assistant is responsible for all aspects of on-site support of various types of meetings, from public hearings to Council Meetings. Additionally, responsibilities include submission of grants and reports via the Federal Grants on-line system and general office support.

Primary Duties and Responsibilities:

Assists the Administrative Officer and Technical Staff with support including, but not limited to:

Selects, stages, loads, and transports recording and AV equipment to various meetings within our geographical area.

Sets up and operates the recording and AV equipment and troubleshoots as necessary. Takes roll of meeting participants for the record and ensures that Council Committee Chairs sign the certification pages of minutes.

Provides liaison between the meeting attendees and the hotel as necessary regarding billing.

Submits grant reports to the regional office via Grants On-line. Coordinates our four states with the submission and proper documentation for payments under their annual contracts and provides documentation to the executive director for certification.

Coordinates the maintenance of all equipment with appropriate vendors, to include the copiers, postage machines, and recording and AV equipment. Responsible for sending the landlord trouble tickets for repairs to the office as necessary.

Assists with running meetings via webinar.

Formats and tracks verbatim Council minutes to ensure that certification is documented.

Orders, tracks, and reconciles invoices and inventories for all purchases for the office.

Is available to travel an average of fourteen weeks per year to meetings in support of Council and SEDAR activities.

Performs other general office duties, such as distributing mail, answering and directing phones calls, copying, and filing.

Prepares and distributes official office correspondence.

Performs other duties as assigned by the Administrative Officer.

Knowledge, Ability, and Skills Required:

This position requires an AA degree or higher. Dependability, resourcefulness, and a work ethic dedicated to providing support to the Council and staff. The individual must have the ability to travel and operate independently. An excellent knowledge of Microsoft Office (Word, Excel, and Outlook) is a must. The individual must have the ability to communicate with and successfully work with staff, Council members, and the public concerning support of the Council's mission. This requires experience in supporting various constituencies in a fast-paced environment. The successful individual must have the ability to learn new things and successfully implement instructions. Additional requirements include a clean DMV report and the ability to lift 40 lbs. All offers of employment are contingent upon clear results of a thorough background check.

Supervisory Responsibilities

None.

Supervision Received:

Works under the supervision of the Administrative Officer.

Starting Salary Range (ZA II -01): \$41,365-55,175 negotiable depending on education and experience.

This is a permanent, non-federal position with benefits. Non-U.S. nationals are welcome to apply.

Closing Date: Open until filled

Send Cover Letter, Resume and 3 References to:

Kelly Klasnick
Administrative Officer
South Atlantic Fishery Management Council
4055 Faber Place Drive, Suite 201
North Charleston, SC 29405
Kelly.klasnick@safmc.net