



SOUTH ATLANTIC FISHERY MANAGEMENT COUNCIL

4055 Faber Place Drive, Suite 201, North Charleston SC 29405
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Jessica McCawley, Chair | Mel Bell, Vice Chair
Gregg T. Waugh, Executive Director

RECRUITMENT ANNOUNCEMENT

Date: March 26, 2019
Title: **Recreational Reporting Outreach Specialist**
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 Recreational Reporting Outreach Specialist is responsible for the development and implementation of appropriate outreach and educational materials to support a communication campaign for the electronic recreational reporting grant.

Primary Duties and Responsibilities:

Provide staff support in the areas of outreach and education during the electronic recreational reporting grant. Communicate to the public the Council's management goals, strategies, and activities related to recreational reporting.

Create an outreach campaign to recruit anglers to assist in the development of an electronic private recreational reporting program.

Create presentations and present to a wide variety of audience.

Assist the Public Information Officer and other Outreach Specialist(s) in developing the Council's website. This includes creating and reviewing content for the website using blogs, videos, articles, and other web-based mediums for the electronic recreational reporting program. Content must also be created and maintained on the recreational reporting website and web-portal.

Work with app developers to test and improve the reporting program based on staff, Council, and public comments.

Maintain updates to the Council's recreational reporting website and assists with posting materials, including briefing books for meetings, contact information, photos, and graphics.

Develop content for the Council's recreational reporting newsletter.

Utilize Constant Contact for distribution of news releases, bulletins, and announcements.

Organize and conduct outreach and education via stakeholder meetings and workshops on electronic recreational reporting. Also conduct program evaluations and analysis.

Respond to requests for information from the public.

Limited administrative duties as required.

Assist in the development and refinement of the electronic recreational reporting program.

Assist in providing a communication link between the Council and its constituents on the electronic recreational reporting program.

Communicate complex technical information pertaining to fisheries management and explain how anglers are affected by Council actions.

Maintain current knowledge of new and emerging outreach and educational techniques relevant to fisheries management.

Knowledge, Ability and Skills:

A bachelor's degree in public relations, education, resource management or a related field with a minimum of one (1) year of experience preferred.

Ability to write effectively and edit material, organize and coordinate activities, and interact with the public and media.

Ability to demonstrate and explain new concepts and speak in front of a group clearly, concisely, and with confidence.

Proficiency with MSOffice suite is required.

Experience with Adobe InDesign and PhotoShop is preferred.

Must possess the ability to learn Council policies and procedures. Duties involve interacting with diverse interests on a regional and national basis. Should possess some knowledge of South Atlantic fisheries and the fishing industry.

Use initiative and creativity in assisting with information, outreach, and educational duties and be willing to work closely with other staff, Council members, and the public in a positive and cooperative manner.

Requires self-discipline and the ability to work independently.

Incumbent must contribute to a productive, harmonious, and cooperative work environment.

Duties require overnight travel of varied frequency, duration, and destination.

Work is generally performed in an office setting with a substantial amount of travel involved.

Supervisory Responsibilities:

None

Supervision Received:

Works under the direct supervision of the Electronic Recreational Reporting Program Grant Manager.

Salary Range:

\$41,365 – \$44,250

This is a full-time temporary, grant funded, non-federal position with benefits. The duration of this temporary position is one-year with the possibility for a time extension depending upon project needs and funding.

Closing Date:

All application materials must be complete and received at the address below no later than 9 a.m., April 8, 2019.

Send Cover Letter, Resume and 3 References to:

Gregg Waugh
Executive Director
South Atlantic Fishery Management Council
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North Charleston, SC 29405
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