



## **BBRSDA Position Recruitment Notice: Outreach Coordinator/Administrative Assistant**

### **POSITION SUMMARY**

The Bristol Bay Regional Seafood Development Association (BBRSDA) is hiring for an Outreach Coordinator and Administrative Assistant position. This position's primary responsibility will be to manage and execute outreach activities including those related to the BBRSDA Fleet Team consisting of Bristol Bay fishermen ambassadors from around the country. In addition, the position will be expected to perform a range of administrative duties.

Location: Remote (work from home, preferably in Bristol Bay, Anchorage, or Seattle area)

Compensation: \$20 to \$45 per hour (depending on experience)

Hours: Flexible, part-time (approximately 20-35 hours per week for 35+ weeks/year)

Start: January 2019

### **BBRSDA Fleet Team Overview**

The BBRSDA looks to develop a team of fishermen ambassadors to support the mission of the organization in all strategic arenas. The fishermen ambassadors will work closely with BBRSDA staff, specifically the new Program Coordinator, to develop and execute projects that will enhance outreach to BBRSDA members and increase member participation in funded projects. Permit holders and crew from the Bristol Bay driftnet and setnet fleets are eligible to participate in fleet team activities.

### **BBRSD Fleet Team Objectives**

- Increase member awareness of BBRSDA activities
- Increase member participation in BBRSDA activities and projects to further our mission
- Leverage the skills, networks, and ambitions of Bristol Bay fishermen
- Provide greater ability for BBRSDA to participate in local meetings, activities, and events through the fleet



# BRISTOL BAY

Regional Seafood Development Association

## POSITION DUTIES

### OUTREACH ACTIVITIES

- Perform outreach and communications with fishermen, stakeholders, and other industry partners
- Managing/updating Website
- Managing BBRSDA social media
- Drafting and releasing Waypoints e-newsletter
- Drafting and releasing membership mailings
- Drafting and releasing PR/Outreach materials: assets for Townhalls, Pacific Marine Expo
- Creating, ordering, and distributing membership swag
- Coordinating with Executive Director and Program Manager on how membership can be involved in ongoing programs
- Attending membership events as needed: Pacific Marine Expo, Bristol Bay Expo, etc.
- Solicit fishermen profiles for Bristol Bay Sockeye Salmon social media and gather interview questions/photos
- Recruit Bristol Bay fishermen to be part of the BBRSDA Fleet Team
- Coordinate public relations and media engagement related to the Fleet Team
- Create and compile content dealing with BBRSDA program areas: marketing, quality, sustainability, outreach, and finance (e.g., flyers, reports, articles, web, videos, press releases, images)
- Compile and manage fleet contact data
- Provide administrative and organizational support for the PR/Outreach program, as well as other programs
- Assist in information requests
- Track and report expenditures related to the Fleet Team and other outreach activities

### ADMINISTRATIVE DUTIES

- Manage logistics on Board Meetings
- Manage logistics on events (Pacific Marine Expo, Townhalls, DC events, etc.)
- Organize and maintain BBRSDA files
- Participate in committee and board meetings as needed
- Perform other duties as requested by the Executive Director



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## SKILLS & QUALIFICATIONS

The ideal candidate will be a person who is currently or has been recently involved in the Bristol Bay salmon fishery, or someone who has strong personal connections to the Bristol Bay fleet. Preference will be given to those with the following skills and qualifications:

- Completed degree(s) from an accredited post-secondary institution
- Effective verbal and written communication skills
- Excellent ability to work independently and collaborate remotely
- Excellent organizational and planning skills
- Experience in creating and giving presentations
- Deep knowledge of fishery and the fleet
- Ability to coach or train fishermen and other staff
- Proficiency with Microsoft Office Suite, especially Word, Excel, and PowerPoint
- Ability to gather and analyze statistical data and generate reports
- Experience writing press releases or in public relations
- Proficiency with Google Suite
- Proficiency with Adobe software, especially InDesign, Illustrator, and/or Photoshop
- Proficiency with social media (Facebook, Instagram)

## APPLICANT QUESTIONS

1. Why do you want to work for the BBRSDA and how does it fit into your goals?
2. Provide an example of how fishermen could collaborate with the BBRSDA to support the mission.
3. Explain your experience in coordinating large groups (or your plan for doing so if you lack professional experience in this area).

## APPLICATION

The position will remain open until filled, but the BBRSDA will begin reviewing applicants beginning January 7, 2019. To apply, email a cover letter, answers to the questions above, a resume, and three references to [andy@bbrsda.com](mailto:andy@bbrsda.com). Past work examples may also be submitted, but are not required for consideration. Applicants must be willing to submit to a background check.