

# Bristol Bay Economic Development Corporation Job Description



**Position Title:** Regional Fisheries Coordinator

## **Position Description:**

Under the supervision of the Regional Fisheries Director, the primary role of the Regional Fisheries Coordinator will be to assist with implementation and management of programs approved by the Regional Fisheries Development Committee and the BBEDC Board, coordinate with BBEDC staff for the development of fisheries related projects for BBEDC communities, and assist residents with applications, forms, and other information related to Regional Fisheries programs.

## **Qualifications:**

- Bachelor's Degree in Business Administration, Fisheries, Economics, or other appropriate field. Work experience may be substituted for education.
- Background in fisheries and economic development issues relative to Bristol Bay and familiarity with Bristol Bay region, economy, people and culture preferred
- Good organizational skills.
- Proficiency in the use of computers and computer applications.
- Excellent writing and strong communication skills.
- Ability to be a team player in an organizational setting.
- Ability to communicate effectively with village representatives and local fishermen in groups and on a one-on-one basis in a pleasant and business-like manner.
- Willingness to travel using commercial airline as well as small air taxi, including overnight trips.
- Must be capable of lifting 50 pounds or greater.
- Must have an Alaska Driver's License.

## **Duties & Responsibilities:**

- Requires being available to fishers during the commercial fishing season to assist with projects and equipment.
- Assist Regional Fisheries Director with coordination and monitoring of RFD programs and other budget preparation and administration.
- Provide and assist residents with applications, forms and other information related to Regional Fisheries programs.
- Order and assist in delivery of fish totes, flexible roll insulation, slush bags, and padded deck mats.
- Work with 17 CDQ communities to identify, develop, and enhance in-region fisheries and economic development projects.
- Work with Regional Fisheries Director to identify appropriate sources of funding for regional economic or fisheries related projects.
- Assist with developing and maintaining results based tracking system and data base for program activity.
- Maintains strict confidentiality of all corporate and client information.
- Represent BBEDC at meetings and activities as directed.
- Assists Regional Fisheries Director with the management of the 4E CDQ halibut fishery on behalf of BBEDC.
- Assist fishers in the use of the e-landing system for dock-side halibut sales.
- Required to submit written reports as directed by the Regional Fisheries Director.
- Other duties as assigned.

**Reports To:** Regional Fisheries Director

**Salary Range:** \$55,000-\$60,000 DOE

**Duty Station:** Dillingham