

# North Pacific Fishery Management Council

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## **VACANCY ANNOUNCEMENT**

### **Administrative Assistant**

Deadline for application: August 17, 2018

The North Pacific Fishery Management Council is seeking an Administrative Assistant to perform a variety of secretarial and administrative tasks in support of the activities of the Council and its staff of 15. The position assists in the administrative management of Council operations. The person in this position must have good working knowledge of office procedures using assorted computer applications, in addition to the ability to work with a variety of people under very tight deadlines while navigating technical and logistical challenges. The ideal candidate for this position would be punctual, organized, attentive to detail, and confident enough to take the initiative on projects.

#### **Required Skills and Duties:**

The candidate must be able to work well with people, communicate effectively, both verbally and in writing, and be able to work independently when necessary. Mastery of Microsoft Word and proficiency with other Microsoft Office software (e.g., Excel and Powerpoint) and Adobe Acrobat Pro is required, as is the ability to spell and use grammar correctly. This is a position of varied duties, as listed below:

1. Attend five Council meetings per year lasting approximately nine days each. All meetings require working overtime through the weekend, and occasionally work days longer than 8 hours. Two of the five meetings require travel to other locations.
2. Assist with meeting preparation and logistics and serve as administrative support during meetings.
3. Compile meeting summaries in various formats under tight deadlines.
4. Assist staff and Council members with compiling, proofreading, editing, and formatting documents in a timely manner.
5. Work with multiple authors to compile and format large scientific documents that include multiple tables and figures.
6. Format documents to meet basic 508 compliance guidelines set by the federal government under the Americans with Disabilities Act.
7. Maintain paper and digital files and administrative records.
8. Assist with electronic preparation, distribution and web posting of documents.
9. Assist with maintaining the Council's website (currently using Wordpress).
10. Other miscellaneous office duties as assigned.

#### **Experience:**

Candidate should have a minimum of 3 years related experience in an office setting. Applicant must have intermediate to advanced levels of proficiency and experience using Microsoft Word (including styles, templates, macros), Excel and Adobe Acrobat Pro. Applicants invited for an interview will be required to take a skills test.

**Salary range/benefits:**

Council employees are not federal employees but are generally subject to applicable federal rules, and eligible for Alaska Cost of Living Allowance (COLA)/locality pay. Starting salary in the GS 6/7/8 range (approximately \$45,000 - \$65,000/year), depending on experience. Includes health insurance for employees and dependents, and participation in the State of Alaska Public Employees Retirement System (PERS) and 403(b). Professional development and training is supported.

**Location:**

The Council office is located in Anchorage, Alaska. Some travel will be required to attend meetings in other Alaska and Pacific Northwest locations.

**To Apply:**

Submit a resume with applicable references and a one-page statement of interest, by email to [diana.evans@noaa.gov](mailto:diana.evans@noaa.gov).

**Applications are due by 5 pm Alaska time, Friday, August 17, 2018.**