VACANCY ANNOUCEMENT

Systems and E-Information Specialist

Submission Deadline: April 15, 2024
Anticipated Date to Fill Position: ASAP

The Western Pacific Fishery Management Council seeks to hire a Computer, Network and E-Information Technician to provide technical computer, network and audio/visual support.

DUTIES: Maintain LAN systems, wordpress site, database and electronic document management systems; provide technical support in-person and remotely for individual workstations and audio/visual equipment in office and at offsite conferences; and develop new systems management protocols to improve information archival, transfer and communication among organization members.

Work with the Education and Outreach Coordinator and program staff to support web management, communications and active social media account support.

REQUIRED: In-office support. Associates degree with emphasis in computer science, information management systems or related subjects. Experience and certifications also considered. In addition to technical skills, the successful candidate must have excellent writing skills; be able to work efficiently and communicate clearly with other employees; have working experience with social media platforms, wordpress dashboard along with cPanel/WHM backend, MS Office applications, local server & cloud networks, presentation and graphics software programs.

TERM: This is a two-year appointment, with extension of the appointment beyond two years upon successful review, based on available funding and employee performance.

LOCATION: The Council office is located in Honolulu, Hawaii. Travel may be required to support offices/meetings throughout the Region (Hawaii, American Samoa, Guam and the CNMI).

TO APPLY: Submit a letter of interest and current resume which highlights relevant experience, training, and education. No format is prescribed. References should be included; however, letters of recommendation, education transcripts, and similar supporting documents are not requested at this time.

Applications or inquiries should be emailed to info@wpcouncil.org. By April 15, 2024.