



VACANCY ANNOUNCEMENT

Fishery Program Coordinator

Post Location: Honolulu, Hawaii

2-year assignment with extension possible based on performance and funding

Announcement date: March 18, 2025

Deadline for application: March 27, 2025, or until filled

The Western Pacific Fishery Management Council (Council) is seeking a Fishery Program Coordinator to provide oversight and coordination of all projects and activities as supported through the Council's Inflation Reduction Act (IRA) Climate Change and Communities Program (CCCP).

Federal fishery management and conservation activities pertaining to fisheries management in CNMI. This person will participate as part of a team of Council staff based in Honolulu, Guam, American Samoa and from the staffs of other agencies.

The Council is one of eight regional Councils established by the Magnuson-Stevens Fishery Conservation and Management Act of 1976. The Council has authority over the development of fishery management policies for fisheries in the US Exclusive Economic Zone waters off the Territories of American Samoa and Guam, Commonwealth of the Northern Mariana Islands and State of Hawaii.

Primary responsibility of the Fishery Program Coordinator is to coordinate staff and contractors in the successful completion of the governance-themed projects that address four priority areas as included in the Council's IRA CCCP priorities – scenario planning, regulatory review, protected species and community consultation (see [Council website](#) for additional information on project priorities).

Specific duties are to:

- Meet regularly with the Executive Director and Program Officer on the overall coordination and progress of CCCP activities and other programmatic priorities;
- Provide weekly written reports to the Executive Director and Program Officer on progress, issues and needs;
- Coordinate with Council staff to:
 - Monitor development, implementation and completion of priority projects, including contracts, schedules, deliverables and reporting of all CCCP projects;
 - Provide assistance with tracking activities and progress of CCCP Steering Committees, coordination meetings (lead staff and contractors), and work products;

- Support the preparation of materials, documents, presentations and reports as needed for CCCP meetings, workshops and events and Council/Family meetings.
- Other duties as assigned by the Executive Director.

QUALIFICATIONS:

- Possess strong management and administrative skills coordinating complex programs with concurrent projects and oversight of professional personnel;
- Possess a working knowledge of the Magnuson-Steven Act and other policies, regulations, and guidance documents relating to marine resource management and conservation in the Pacific Island Region;
- Be familiar with the responsibilities of the Western Pacific Fishery Management Council as well as Pacific Island community cultures and natural resources;
- Be familiar with territorial fishery agencies, federal fishery agencies, and fishing and seafood communities in the Western Pacific;
- Possess excellent verbal and written communication and leadership skills and ability to work independently to produce deliverables on schedule;
- Be able to travel to US Pacific Islands to support project development, monitoring and execution; and
- Be available to commence work in March 2025

SALARY: Commensurate with experience.

TERM: This announcement is for a two-year appointment. Extension of the appointment beyond two years may be possible, based on available funding and employee performance.

LOCATION: Duty post is Honolulu, Hawaii. The main Council office is located in Honolulu, Hawaii. Travel may be required to attend meetings in throughout the Region (Hawaii, American Samoa, Guam and the CNMI) and other domestic and international locations.

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 March 27, 2025.