



## VACANCY ANNOUNCEMENT

### **Communications and Audio/Visual Technician**

Submission Deadline: **October 21, 2025**, or until filled

Anticipated Date to Fill Position: ASAP

The Western Pacific Fishery Management Council seeks to hire staff to provide audio/visual technical support for in-house and offsite meetings and maintenance of the Council's website and social media presence. The candidate must have working knowledge and proficiency with computers and standard operating software packages, audio/visual equipment to support public and inhouse meetings/conferences, website software and design and social media platforms (Instagram, Facebook, X, LinkedIn, TikTok, etc.).

**DUTIES:** The successful candidate will:

- Provide on-site audio and visual technical support for in-person, virtual and hybrid public meetings that are held in-house and at external venues;
- Coordinate and maintain the Council's website and social media accounts working with staff to update current programmatic content;
- Provide in-person and remote technical support and audio/visual equipment in office and at offsite conferences for Island Coordinators (American Samoa, Guam and the CNMI); and
- Develop new system management protocols as required to improve efficient transfer of information and communication among organization members and the public.

**REQUIRED:**

- In-office support.
- Associates degree with two years' experience with emphasis in audio/visual, communications, computer science, information management systems or related subjects. Four years of experience and certifications without degree will also be considered.
- Work experience with website hosting and social media platforms, (WordPress with cPanel/WHM backend), MS Office applications, presentation and graphics software programs.
- In addition to technical skills, the successful candidate must have excellent writing skills, and be able to work efficiently and communicate clearly with other employees.

**SALARY:** Commensurate with experience.

**TERM:** This is a full-time permanent position with a one-year probation period and review. Continued employment beyond the probation period will be confirmed 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, academic transcripts and similar supporting documents are not requested at this time.

Applications or inquiries should be emailed to [info@wpcouncil.org](mailto:info@wpcouncil.org) by **October 21, 2025**.