



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT:

Skipper Science Partnership Coordinator with Indigenous Sentinels Network (ISN)

POSITION LOCATION:

Based in Anchorage, Alaska.

POSITION CLASSIFICATION AND HOURS:

Regular Appointment Full-Time; 40 hours per week.

JOB SUMMARY:

The Skipper Science Partnership Coordinator will be responsible for supporting the advancement and expansion of the Skipper Science Partnership program, to ensure tasks completed are in alignment with the program's vision, mission, and goals. The Coordinator will be an employee of the Aleut Community of St. Paul Island's Tribal Government, one of the founding organizations of the Skipper Science Partnership program. The Coordinator will assist the Indigenous Sentinels Network (ISN) team and Tribal Government as needed – ISN is a diverse Network providing access to a software platform that powers data collection across a Network for key partners, and the software powers the data collection tools used in Skipper Science. The Skipper Science Partnership Coordinator will play a pivotal role in facilitating collaboration between fishermen and scientists to support resilient fisheries management and will coordinate outreach and training activities and track progress of the program with a specific focus on growing the Skipper Science community, maintain relationships with partner organizations, and focus on implementing existing and new targeted research projects (i.e., the freezing spray forecast project with National Weather Service; seabird gillnet interaction studies; invasive species monitoring; etc.).

Work will include hosting weekly and monthly meetings with the Skipper Science program collaborators (i.e., Alaska Conservation Foundation's Aleutian Bering Sea Initiative (ABSI), the ISN team, Sitka Conservation Society, Alaska Ocean Observing System (AOOS), etc.); planning outreach events with communities; facilitating data collection efforts year-round, but particularly during the height of fishing season in Alaska (May – October). In addition to coordinating program activities, the Coordinator will also work on writing and submitting grant proposals and reports; managing grants, contracts and other funds; writing and submitting progress and final reports and other documentation including running reports in the Skipper Science database; the Coordinator will be working with ABSI's team on analyzing and interpreting data; preparing documents and deliverables for specific objectives using Skipper Science and other data (i.e., Annual Reports); track progress on grant- and program-specific objectives and tasks; assist the ISN Director with timely task completion and reporting on all grants and programs; draft, review and revise budgets, project proposals, letters of support, MOU/MOAs, Contracts and other documents as necessary; and assist the ISN Director in maintenance and expansion of the Skipper Science Partnership program.

ESSENTIAL RESPONSIBILITIES AND FUNCTIONS:

The following are essential job responsibilities and functions of the Skipper Science Partnership Coordinator:

1. Provide coordination, advice and training practical and technical tools needed by users, communities, and partners of the Skipper Science Partnership, and associated programming.
2. Develop documentation, best-practices, monitoring, research, and knowledge efforts to address priorities around community-driven observing.
3. Develop and maintain a network of Skipper Science users and data collectors who will lead fisheries-related, climate change, environmental and other relevant work.
4. Organize and host training efforts in fishing communities across Alaska and other convenings for Skipper Science participants and their partners, as well as working in other relevant efforts in Alaska and beyond.
5. Assist in the development of outreach materials for diverse audiences (i.e., flyers, social media postings, etc.).
6. Maintain the program website and social media platforms as needed and work with ISN Director to identify funding for contracting communications support.
7. Build and strengthen internal and external relationships for research projects and collaboration with the Skipper Science Partnership program.
8. Assist ISN team with developing a clear vision and direction for program expansion, in both short and long-term program goals, action plans, work plans, tracking opportunities and strategic vision.
9. Assist ISN Program and Technical Directors as needed with preparing and submitting grant and contract proposals, tracking progress to grant objectives and tasks, and progress and final reports.
10. Perform Skipper Science data entry, quality control, and analysis functions (i.e., summarizing data for NOAA's Ecosystem Status Report (ESR)).
11. Participate in field research activities as needed, with interaction with a variety of wildlife, as necessary.
12. Facilitate, lead, co-lead, host, and/or organize convenings related to the scope of Skipper Science (i.e., annual virtual workshops in the fall or winter before or after fishing season in Alaska).
13. Participate in workshops, conferences, and/or community gatherings as needed (i.e., present on Skipper Science program activities and outcomes).
14. Participate in ISN meetings and participate in work/training sessions as required.
15. Operate a computer, fax, phone, photocopier, tablet, and other office equipment.
16. Demonstrate sound decision-making and problem-solving skills.
17. Represent the organization in a professional manner to various audiences (participants, stakeholders, supporting organizations, agencies, academia, NGOs, media, public, etc.).

QUALIFICATIONS:

1. Must have a B.S. or B.A. in Fisheries, Marine Biology, or related field.
2. Effective verbal and written communication skills required.
3. Experience with technical and scientific writing is required
4. Experience working with complex grants and budgets is preferred
5. 3+ years working in outreach and community engagement field
6. Ability to travel to remote locations (i.e. Alaska villages; home ports) with little to no supervision.
7. Must have an intermediate to advanced knowledge of computers, Microsoft Office Suite, scanners, printers, fax, and other office equipment.
8. Ability to work both independently and collaboratively with demonstrated leadership skills.
9. Demonstrated organization skills and ability to understand the policies and procedures for program development, grant writing, grant management, communication with a diverse set of

- stakeholders, and record keeping.
10. Must be free of any felony convictions.
 11. Must abide by current Tribal Government and Federal Alcohol and Drug Free Workplace Policies and be willing and able to pass pre-employment drug and alcohol testing.

SALARY AND BENEFITS:

This is a salary position ranging from \$60,000 - \$78,000 a year, depending on education, experience, and skills. Benefits include, Paid Time Off (Starting at 6 hours per pay period/156 hours per year); 16 Paid Holidays; Health Benefits; 401K; Employee Education Assistance.

DEADLINE:

This position is open until filled. Apply at the Tribal Government of St. Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically. Applicants with incomplete applications will not be considered for the position. A resume is required but will not be accepted in lieu of an Application for Employment. For an Application for Employment, Position Description, or more information contact Rene Warner at HR@aleut.com.

The Tribal Government encourages the applications from Alaska Natives and American Indian applicants, considering such applications favorably during the hiring process.

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