



Alaska Fisheries Development Foundation
JOB ANNOUNCEMENT

Posting: November 15, 2024

Position Title: Program Assistant

Worksite Location: Juneau, AK (preferred). This is a hybrid position, primarily remote, with periodic in-office presence required for meetings, project collaboration, and other essential tasks.

Status: Part-time, up to 32 hours/week

Organization Overview: Established in 1978, the Alaska Fisheries Development Foundation (AFDF) is a non-profit organization that broadly represents the Alaska seafood industry, including harvesters, processors, and support sector businesses, in the areas of research and development. AFDF's mission is to empower sustainable growth and innovation within Alaska's seafood industry through collaborative partnerships, research driven initiatives, and community focused programs. To fulfill its mission, AFDF collaborates with a diverse range of stakeholders, including the seafood industry, universities, scientists, resource managers, government entities, economic development and conservation organizations, policy makers, and more.

AFDF's current portfolio of programs embodies a dynamic approach to research and development, addressing sustainability, full utilization, climate change mitigation, economic development, working waterfronts and public education. For more information, visit us at <https://afdf.org/>.

Position Description: The Program Assistant will provide essential administrative support to ensure the efficient operation and coordination of AFDF's core programs, including the Mariculture Program, Alaska Symphony of Seafood, Accelerator, SeaThrive, and Governance/General Administrative. This role is ideal for someone with a foundational understanding of grant writing and reporting, strong organizational and multitasking skills, and a connection to Alaska's coastal communities and seafood industry.

Key Responsibilities:

- Coordinate stakeholder engagement activities and maintain comprehensive records for the Mariculture Program.
- Assist in the planning, coordination, and execution of events for the Alaska Symphony of Seafood.
- Serve as a liaison between the AFDF team and external partners to promote program success and collaboration.
- Conduct data entry, report preparation, and basic financial tracking to support program operations.

- Contribute to grant writing, reporting, and documentation to ensure compliance and transparency.
- Support governance tasks by preparing meeting agendas, recording minutes, and coordinating communication with board members.
- Manage incoming mail, process check deposits and organize essential paperwork to support efficient and seamless administrative operations.

Qualifications, Skills and Attributes of the Ideal Candidate:

- Education- Bachelor's degree or equivalent in a related field.
- Proven ability to manage multiple tasks and prioritize effectively.
- Strong written and oral communication skills.
- Previous experience in administrative support, grant writing, or reporting.
- Ability to manage multiple tasks and prioritize effectively.
- Exceptional attention to detail and problem-solving abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Excellent interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders.
- Familiarity with the cultural, economic, and environmental issues facing coastal communities, particularly in Alaska, is preferred.
- Experience in managing grants, including proposal writing, budgeting, compliance, and reporting, is preferred.

Compensation: \$22.00- \$27.00 per hour, depending on experience.

Deadline: Applications will be accepted until filled.

Why Join AFDF? Working at AFDF offers the opportunity to contribute to the sustainable future of Alaska's seafood industry while supporting innovative programs and projects that impact communities and the broader blue economy. This role provides an engaging and supportive environment with room for growth.

How to Apply: Please email your resume along with a cover letter detailing specific attributes and skills that demonstrate your qualifications for the position to Kristy Clement at kclement@afdf.org . For any questions or further information, feel free to reach out to Kristy, AFDF CEO.