**University of Maine**

**Job Description**

**TITLE**: Local Catch Network Coordinator

**DEPARTMENT**: School of Marine Sciences

**DATE**: January 6, 2023

**REPORTS TO**: Assistant Professor of Marine Policy

**Purpose**: The coordinator will support the continued development of the Local Catch Network (LCN), a hub for knowledge exchange and innovation to support and catalyze local and community-based seafood systems across North America. The coordinator will work in collaboration with the Executive Committee, network members, and external partners to strengthen and build the network by incubating projects and programs that further the goals and priorities for vibrant local seafood systems, equitable food access, environmental sustainability, economic vitality, and healthy coastal communities. The coordinator will oversee network communication and collaboration and assist with planning, implementing, and evaluating outreach and training programs.

The hiring range for this grant-supported position is $60,000 to $65,000 per year (plus benefits) commensurate with experience and qualifications. This is a full-time position, but accommodations may be made for applicants that are involved in other part-time or seasonal activities, such as participating in commercial fisheries. Ability to tele-work is required.

**Essential Duties & Responsibilities**:

* Supports the Local Catch Network Executive Committee by assisting with the development, implementation, and administration of new and existing projects that support the network’s mission.
* Coordinates, convenes, and facilitates network-wide events and programming with fishermen, researchers, technical assistance providers, and partner organizations, including virtual gatherings, webinars, and executive committee meetings.
* Coordinates communication about the network to increase the reach and impact of small-scale fishing businesess and coastal communities by way of maintaining and developing content for the network listserv, newsletter, website, and social media channels.
* Coordinates bi-annual network convening that brings together LCN members and other interested people from across North America.
* Maintains and strengthens collaborrative partnerships with external food systems organizations and networks by participating in relevant working groups, leadership circles, and advisory committees.
* Develops and implements member expansion and engagement strategies, as well as onboarding processes for new network members.
* Acts as key contact for network related inquires.
* Collects and maintains metrics to measure the impacts of network programming, communications, and member engagement.
* Develops and maintains professional relationships that reflect courtesy, civility, and mutual respect.
* Builds productive relationships with internal and external constituencies.
* Utilizes coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commits to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
* Performs other reasonably related duties as assigned.

**Knowledge & Skill Qualifications:**

Required

* Bachelor’s degree and minimum of 3 to 5 years professional experience involved in commercial fisheries, food systems, or other relevant fields.
* Demonstrated capacity to work effectively both as part of a team, and with significant independence, depending on the varied nature of day-to-day tasks.
* Knowledge of commercial fisheries, food systems, and/or related fields.
* Excellent computer skills, including experience with creating and posting content to a website content management system and social media platforms.
* Excellent skills in written and oral communication.
* Ability to travel (domestic and international) in order to deepen relationships with network members and partners. Performing these essential duties requires a valid driver’s license and passport.
* Experience planning virtual and in-person events and meetings, educational programs, and formal and informal meetings.
* Experience developing and implementing strategic plans, managing multiple projects and priorities simultaneously, and working independently.
* Strong organizational skills, including planning, delegating, program development and task facilitation.

Preferred

* Experience with grant writing and reporting.

**Supervisory Responsibility:** The coordinator may have an opportunity to supervise student and summer interns.

**Work Environment:** This is a 12-month position (up to 40 hrs per week), but accommodations may be made for applicants that are involved in other part-time or seasonal activities, such as participating in commercial fisheries.

**Work Year:** Full-time, fiscal year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Due to the nature of the position, work beyond regular hours (including evenings and weekends) will be necessary occasionally to meet the requirements of the position.

**Position Type**: Soft Money Grant funded.Contingent on funding and successful performance.

**Schedule for Evaluation**: In accordance with UMPSA agreement.

**Job Family/Salary Grade**: 05/05

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.