**Job Description**

University of Maine

Job Description

**TITLE**: Local Catch Network Coordinator

**DEPARTMENT**: School of Marine Sciences

**DATE**: May 1, 2020

**REPORTS TO**: Assistant Professor (Joshua Stoll)

**Purpose**: The coordinator will support the continued development of the Local Catch Network (LCN), a community-of-practice made up of fishermen, organizers, researchers, technical assistance providers, and engaged citizens from across North America who are committed to providing local, healthful, low-impact seafood in order to support healthy fisheries and the communities that depend on them. 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 $45,000 to $48,000 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.

**About the University of Maine**: The University of Maine is a community of more than 11,200 undergraduate and graduate students, and 2,500 employees located on the Orono campus and throughout the state. UMaine is the state land and sea grant university and maintains a leadership role as the System’s flagship university. As a result, it is dedicated to providing excellent teaching, research, and service at the university, state, and national levels.

The University of Maine offers a wide range of benefits for employees including, but not limited to, tuition benefits (employee and dependent), comprehensive insurance coverage including medical, dental, vision, life insurance, and short and long term disability as well as retirement plan options. As a former NSF ADVANCE institution, the University of Maine is committed to diversity in our workforce and to dual-career couples.

Further information about UMaine can be found at https://umaine.edu/.

**Essential Duties & Responsibilities**:

* Work with the LCN and partners on network activities that are designed to achieve the LCN mission.
* Support the coordination of a LCN strategic planning process.
* Solicit funding that addresses goals of the LCN mission and priority needs expressed by members of the network.
* Oversee the planning of the Local Catch Summit and other in-person networking opportunities for the LCN and partners.
* Expand the LCN and leverage its knowledge, capacity, and assets of members to bring value to members.
* Support effective internal and external network communication. This includes maintaining the network listserv, newsletter, website, and social media channels.
* Uphold and operationalize the LCN core values.
* Maintain and strengthen collaborative partnerships with international networks.
* Support research related to small-scale fisheries and food systems.
* Perform other reasonably related duties as assigned.

Knowledge & Skill Qualifications:

Required

* Bachelor’s degree and minimum of 2 years professional experience involved in commercial fisheries, food systems, or other relevant fields.
* Demonstrate the 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, or related fields.
* Computer proficiency, including experience with creating and posting content to a Wordpress website content management system.
* Strong 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 events and meetings.

Preferred

* Approximately three years of professional experience (or graduate degree) with applied research, outreach or community development related to commercial fisheries, food systems, or related fields.
* Experience with project management, including coordinating groups with diverse perspectives and expertise, and managing multiple concurrent timelines and tasks.
* Experience with grant writing.

**Other Information**: Materials must be submitted via “Apply For Position” below. You will need to create a profile and application; upload:

1) cover letter which describes your experience, interests, and suitability for the position

2) resume/curriculum vitae

3) contact information for three professional references

**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. 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**: This is a grant-supported position and contingent on funding and successful performance after Year 1.

**Schedule for Evaluation**: In accordance with guidelines established in

The Handbook for Non-Represented Faculty, Professional and Administrative Staff

**Job Family/Salary Grade**: 7905/04

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