**University of Maine**

**Job Description**

**Title**: Sea Grant Professional I/Marine Extension Associate (Northeast Regional Lobster Extension Project Coordinator)

**Department**: Maine Sea Grant Program

**Reports To:** Associate Director/Extension Program Leader

**Date:** October 2019

**Purpose**: Coordinates a Northeast regional Sea Grant extension collaborative to increase the American lobster industry’s resilience to the biological, economic, and social impacts of ecosystem change in the Gulf of Maine and Georges Bank. This Sea Grant Professional I position will be a member of the Maine Sea Grant Marine Extension Team, and will, in cooperation with Northeast Sea Grant Programs, marine resource management agencies, lobster industry members and associations, the lobster research community and other partners plan, develop, implement, and evaluate outreach programs and science communication initiatives for a variety of audiences in Maine and throughout the Northeast. This three-year, grant-supported position will conduct related coordination and advisory activities in the interests of supporting sustainable use and management of the region’s American lobster fishery, and the marine and coastal ecosystems on which it depends. Particular emphasis will be on extension and outreach associated with research initiatives supported through the National Sea Grant Program, and the Maine Lobster Research Collaborative.

# Essential Duties/Responsibilities:

* Assemble and coordinate the activities of a regional steering committee, with membership drawn from diverse lobster industry, management, research, and community sectors. This will involve coordinating biannual steering committee meetings and interim phone or web conferences to provide and receive input and guidance for all activities of the regional lobster extension program.
* Coordinate regular communication among participating Northeast Sea Grant extension staff and partners to tailor regional outreach and communications efforts for the needs of local stakeholders.
* Support the planning process for an annual lobster research symposium for the Northeast region.
* Provide coordination and support for region-wide outreach activities, informational product development, workshops, and events shaped by input from industry and management sectors.
* Coordinate efforts to summarize and share outcomes of the collective NOAA Sea Grant lobster research and extension investments across the National Sea Grant Network, and with other state, regional, and federal partners, as appropriate.
* Develop and lead Maine-specific extension services developed in partnership with Maine’s lobster industry, research, and management communities.
* Support other Northeast State Sea Grant Program extension initiatives to address regional, state, and community-specific needs for lobster extension services. These efforts will include development of an American lobster stakeholder assessment model, shared regional survey instruments, regional outreach workshop coordination, production of stakeholder interview guides for regional use, and regional support for citizen science initiatives.
* Document and archive all findings, and make them publicly accessible through a variety of media and educational formats, and establish mechanisms for regular connections to existing and new industry members.
* Perform other reasonably related duties as assigned.

**Knowledge and Skill Qualifications**:

**Required:**

* M.S. or M.A. in marine science or management, or other related field, and a minimum of two years of experience with project management or partnership coordination.
* Demonstrated experience with group and community facilitation.
* Demonstrated independence in managing day-to-day responsibilities.
* Strong written and oral communication skills, including the ability to give informal presentations to groups.
* Computer proficiency.
* Ability to travel extensively throughout Maine and the Northeast, which normally requires a valid driver’s license.

**Preferred:**

* Experience working with American lobster industry and marine resource management sectors.
* Experience conducting or coordinating applied research and community engagement projects.
* Experience with community outreach, education, and science communication.

# Supervisory Responsibilities: None.

**Evaluation of Performance**: The Marine Extension Associate reports to the Maine Sea Grant Associate Director and Extension Program Leader, who will conduct required performance evaluation in collaboration with the Maine Sea Grant Director, peers and clients in accordance with the University of Maine’s Professional Staff Association (UMPSA) agreement.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Occasional work beyond regular business hours (to include nights and weekends) will be necessary in order to meet the requirements of the position. The employee will establish regular office hours and in consultation with the supervisor, adjust the work schedule as necessary.

**Position Type:** Soft money funded position, renewed annually for three years, contingent upon continued funding from the National Sea Grant Office and successful performance.

**Work Year**: 12-month (fiscal year) appointment.

**Work Environment/Dynamics:** The work place for this position in Maine is to be determined. The nature of the work as an extension associate requires independence and initiative since, as a field-based position, daily guidance from a supervisor is not available. As a salaried employee, the normal workweek is 40 hours. The employee is not required to be on call, however, there are occasions when work related activities fall outside regular business hours. Modifications to the plan of work and/or job description are made in collaboration with the supervisor and the employer and advisory committee.

**Job Family/Salary Band**: 14/03.

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.