



Information and Education Coordinator

Official Title: Program Coordinator II

Job Number: 1600092L

Primary Location: Gloucester, MA

Job: Administrative Services

Agency: Department of Fish and Game, Division of Marine Fisheries

Schedule: Full-time

Shift: Day

Salary: 55,017.30 - 78,762.58 Yearly

The individual in this position will coordinate all activities of the Recreational and Diadromous Fishery Program's Information & Education activities and contribute on an as-needed basis to other I&E activities of the agency. Responsible for media production, web content, public outreach events and displays primarily associated with saltwater recreational fishing and species of saltwater recreational fishing importance and any public education initiatives that may be developed in the future.

Duties and Responsibilities

- Coordinates all information and education activities for the Recreational and Diadromous Fisheries Program.
- Creates and distributes special publications on recreational saltwater fishing and species of significant recreational fishery interest.
- Utilizes social media to communicate to the general public on agency matters.
- Works cooperatively with other agencies to develop I&E material concerning recreational and diadromous fisheries for the Commonwealth and the region.
- Responsible for drafting press releases and develops local media and fishing constituent contact lists.
- Responds to public inquiries for information regarding fisheries, regulations, research findings, and the biology and management of marine recreational species.
- Provides expertise and assistance to I&E efforts of other DMF programs and projects
- Assists Recreational Fisheries Project staff with information and education presentations.
- Works alone and with other Division staff regarding saltwater Angler Education initiatives.

Qualifications

- Ability to communicate effectively to the public and peers, including public speaking.
- Excellent writing skills.
- Ability to prepare documents and reports accurately, including the ability to prepare and use charts, graphs and tables.
- Highly organized and able to multi-task and set priorities.
- Ability to work varied hours including weekends and to participate in boating and field activities.
- Ability to work independently and in a team setting.
- Ability to supervise and assign work effectively.

Preferred Requirements

- Applicant must have a BA in Public Communications, Outdoor Education or related degrees and 2 years of appropriate work experience.
- Applicant has a good knowledge of recreational saltwater fishing and the basic principles of fisheries management and public communication techniques.

For further information on this position contact Dr. Michael Armstrong (Michael.Armstrong@state.ma.us).

Interested candidates can apply online by searching job number 1600092L at
<https://massanf.taleo.net/careersection/ex/jobsearch.ftl>.