



# Southeast Conference

## Alaska Mariculture Cluster (AMC) Project Coordinator

### Description of Duties

*The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities, and a quality environment in Southeast Alaska.*

**The AMC Project Coordinator supports Southeast Conference’s mission through the following responsibilities:**

The AMC Project Coordinator supports Southeast Conference’s mission by working with our team to implement our scope of work under the \$49 million Alaska Mariculture Cluster (AMC) grant. Under the general supervision of the AMC Project Manager, this position supports the AMC Mariculture program through coordination with AMC partners to ensure that project goals and deliverables are being met and to provide technical assistance to the AMC coalition members, contractors, and other participating partners.

**Key Responsibilities:**

Maintains regular correspondence with coalition members and stakeholders implementing various projects and provides direct assistance in project coordination, administration, and grant management.

Conducts project progress assessments through tracking timelines and deliverables, working within the EDA’s quarterly reporting periods, and assembles reports and other project updates.

Coordinates quarterly Governance Body meetings and other AMC events, developing agendas, assembling meeting packets, notetaking, and other event details.

Supports the AMC team in ensuring grant compliance; works closely with the AMC Grant Technician to ensure programmatic compliance through subrecipient monitoring and technical assistance.

Coordinates workflow between contractors, SEC team members and related AMC projects.

Engages with EDA staff, as directed, technical support groups and other BBBRC coalition staff, may include representing SEC in EDA-sponsored technical support virtual and in-person meetings and events.

Contributes to project documentation, including newsletters, updates, and outreach, for annual reports, social media, and other uses.

Travels for in-person meetings as needed to support project partners and engage with local communities. Performs other duties as assigned.



**Knowledge, Skills & Abilities:**

Exceptional writing and editing skills with a keen eye for detail and grammar. Self-motivated with excellent time-management skills and attention to detail.

Grant management and/or equivalent project management experience. Must have the ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers and with outside agencies and partners. Strong cultural awareness and sensitivity, with the ability to adapt messages and strategies for diverse audiences.

Familiarity with Alaska's mariculture industry and coastal economic development. Familiarity with indigenous ways of life and the many Tribal and municipal governments throughout Alaska and the associated traditional and contemporary, political, social and cultural organizations in Alaska, Canada and the Pacific Northwest.

Proficiency in standard software applications, including the Office365 suite (Outlook, Word, PowerPoint, Teams, and Excel), as well as virtual meeting platforms and website management and content development/editing tools.

**Desired Qualifications:**

Education: Bachelor's Degree in any field; or progressively responsible professional experience commensurate with the education conferred by a four-year degree; and

Experience: Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work.

**Physical, Mental and Environmental Conditions of the Position:**

Physical: This position performs professional level work which frequently requires sitting, standing, reading, holding/handling objects; hearing conversations/sounds, using fine finger movements, and seeing close work (e.g. typed print). It occasionally requires lifting up to 20lbs.

Mental: This position requires mental functioning associated with a professional level managerial position including the frequent need to read and comprehend information; write; perform calculations; reason and analyze; multi-task; work cooperatively with others; direct, control and plan; perform under constant/changing deadlines; influence people; manage confidential information; comprehend and follow instructions; and manage and lead the work of others. The position occasionally makes presentations to committees.

Environmental: This position works in a standard office environment. Some travel is required.

**Position Status:**

This position is a full-time, benefited, grant-dependent position, fully funded for the life of the grant (through Fall of 2026), with potential for extension if funding is available. This position is paid on an hourly basis and is eligible for overtime. Annualized compensation ranges from



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\$70,000 - \$80,000 depending on experience. The position is eligible for benefits including leave, holidays, and health insurance.

The Southeast Conference does not offer tenured or guaranteed employment. Either Southeast Conference or the employee can terminate the employment relationship at any time, with or without cause, with or without notice, according to Alaska State law. This at-will employment relationship exists regardless of this job description, any other Southeast Conference documents, or any verbal statement to the contrary.

#### **Organization Description:**

Established in 1958, Southeast Conference's mission is to support activities that promote strong economies, healthy communities, and a quality environment in the Southeast Alaska region. As the state designated Alaska Regional Development Organization (ARDOR) and the federally recognized Economic Development District for the region, it is the responsibility of Southeast Conference to provide the economic development strategy for Southeast Alaska. An updated strategy is created every five years and reported on annually.

#### **AMC Background:**

Southeast Conference was awarded \$49 million through the Economic Development Administration's (EDA) Build Back Better Regional Challenge program to support the state's growing mariculture industry and bring together a coalition of stakeholders who will work together to maximize the benefits of this historical funding opportunity for Alaska's economy, environment, and communities. The Alaska Mariculture Cluster proposal, led by Southeast Conference, includes activities supporting the industry through workforce development, research and development, marketing, green energy, and innovation and technology. Southeast Conference is building a team of quality individuals excited about mariculture and interested in being on the ground floor of this historical investment. Southeast Conference's role as lead entity will require significant coordination supporting project partners, deepening relationships and prioritizing trust-building with rural and indigenous communities throughout coastal Alaska.

Visit [www.alaskamariculturecluster.org](http://www.alaskamariculturecluster.org) for additional information on project descriptions and partners.

#### **To Apply:**

Send Cover Letter and resume to [Juliana@seconference.org](mailto:Juliana@seconference.org). Position will remain open until filled.