



9360 Glacier Hwy, Ste 201
Juneau, AK 99801
(907) 586-4360
www.seconference.org
www.alaskamariculturecluster.org

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Mariculture Program Specialist

To Apply

Send cover letter and resume to dan@seconference.org. Position will remain open until filled.

Overview

The Mariculture Program Specialist position provides support and leadership to help execute the \$49 million Alaska Mariculture Cluster (AMC) grant program funded by the U.S. Economic Development Administration (EDA) and led by Southeast Conference (SEC). The mission of AMC is to catalyze a viable and sustainable mariculture industry in Alaska, supporting the production of shellfish and seaweed, for the long-term benefit of the state's economy, environment, and communities.

The position will work especially closely with AMC subaward recipient organizations and play a key role in ensuring the successful deployment of \$7.2+ million in mariculture equipment awards. The successful applicant will bring exceptional organizational skills, a passion for impact, and experience working successfully as part of a team in a modern office environment. Project management or business development experience preferred. Training and onboarding support will be provided.

Job Responsibilities

Responsibilities will include but not be limited to the following:

- Lead team member on the AMC equipment program as we work to maximize impact on stimulating growth of the mariculture industry through deployment of \$7.2 million processing and hatchery/nursery equipment. Carefully monitor our AMC subaward recipients' equipment projects and assist with EDA approvals and compliance with AMC grant more generally.
- Maintain regular correspondence with AMC subaward recipients to provide guidance and assistance with project development, strategy and coordination, and grant administration.
- Contribute to SEC's quarterly progress reporting to EDA for the AMC project.
- Work with AMC subaward recipients to draft news posts for AMC website and generate public awareness of AMC activities and impacts.

- Coordinate quarterly Governance Body meetings and other AMC events, developing agendas, assembling meeting packets, and other event details.
- Work closely with the AMC Grant Technician to ensure programmatic compliance through subrecipient monitoring and technical assistance.
- Coordinates workflow and supports collaboration between subaward recipients, contractors, SEC team members and related AMC projects.
- Engages with EDA staff, technical support groups and other BBBRC coalition staff, including representing SEC in EDA-sponsored technical support virtual and in-person meetings and events.
- Travels for in-person meetings to support project partners and engage with local communities.
- Performs other duties as assigned.
- Opportunities for leadership on additional projects based on personal interest and organizational needs.

Compensation and Benefits

The Mariculture Program Specialist is a grant-dependent position fully funded through Spring 2027, with potential for extension if funding is available.

Southeast Conference offers the option of a balanced onsite/offsite workplace and a competitive benefits package. Benefits for full-time employees include but are not limited to:

- Generous PTO
- 12 paid holidays
- Flexible schedule and work/life balance
- Medical, dental, vision, and 401K with matching available first day of employment
- Office space available for Juneau-based employees, remote flexibility

This opportunity comes with a competitive salary range commensurate with experience and structured to attract professionals who can deliver results.

Required Qualifications

- Self-motivated with excellent organizational skills and attention to detail.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers and with outside agencies and partners.
- A willingness to develop additional expertise as needed and work successfully within a team.
- Proficiency in standard software applications, including MS Office Suite (Outlook, Word, Teams, and Excel) and Adobe, as well as virtual meeting platforms, project management software, and other modern productivity tools.

Desired Skills and Experience

- Project management or business development experience preferred. Training and onboarding support will be provided.
- Strong cultural awareness and sensitivity, with the ability to adapt messages and strategies for diverse audiences.
- Familiarity with Alaska's mariculture industry, coastal economic development, and the state's rural and Alaska Native communities.

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 for additional information on project descriptions and partners.