



# Atlantic States Marine Fisheries Commission

1050 N. Highland Street • Suite 200A-N • Arlington, VA 22201  
703.842.0740 • [www.asmfc.org](http://www.asmfc.org)

*Joseph Cimino (NJ), Chair*

*Dan McKiernan (MA), Vice-Chair*

*Robert E. Beal, Executive Director*

*Sustainable and Cooperative Management of Atlantic Coastal Fisheries*

## VACANCY ANNOUNCEMENT

### ADMINISTRATIVE ASSISTANT

#### VACANCY #: 24-012

*Location: Arlington, VA*

*Closing Date: 12/12/2024*

*Applications reviewed weekly*

*Salary Range: \$48,000 – \$58,000 annually with benefits*

*Total compensation range w/benefits \$70,545 - \$82,698*

*(Starting salary commensurate with experience)*

### General Description

We are seeking an Administrative Assistant to join the Finance and Administration Department of the Atlantic States Marine Fisheries Commission (Commission). The **Administrative Assistant** provides administrative support to the Commission's finance and administrative department, including: providing quarterly meetings support, database management, federal grant management, and other clerical tasks to ensure smooth office operations. The incumbent will assist with project management tasks as assigned. The work is fast-paced and involves integrating multiple tasks at one time.

### Qualifications

Applicant must have a Bachelor's degree. The incumbent's soft skills must include: team collaboration; ability to communicate in a clear and effective way; exceptional organizational skills; ability to prioritize projects; detail oriented. Artistic and graphic design skills are a plus. Must be eligible to work in the United States.

### Work Environment

The Administrative Assistant is an in-office position in the Commission's Arlington, Virginia office. However, the position allows for teleworking opportunities.

The Administrative Assistant position is not qualified for overtime under the Commission's policies. Compensatory time and flexible working hours (with supervisory approval) are available under the Commission's policies. However, the Administrative Assistant is a salaried employee and is expected to put in the effort needed to make the Commission's program successful.

### Supervision

The Administrative Assistant reports to the Director of Finance & Administration and is expected to work closely with all colleagues to ensure everyone is informed and aligned.

### Application Process

Please email a resume and cover letter referencing the vacancy number (**24-012**) to Human Resources, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 ([asmfc-jobs@asmfc.org](mailto:asmfc-jobs@asmfc.org)) by the closing date of December 12, 2024. The vacancy number (**24-012**) must be identified in the subject line.

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*Organization Profile: The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the*

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*better utilization of the fisheries, marine, shell, and diadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate the conservation and management of nearshore migratory fishery resources.*

*The Commission is an Equal Employment Opportunity employer and welcomes all qualified applicants regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual preference, disability, or any other legally protected status. ASMFC is unable to sponsor applicants for work visas.*

*If you have a disability and need assistance applying for this position, you may call the ASMFC Human Resources office at (703) 842-0740 between the hours of 9:00 a.m. and 4:00 p.m. ET, Monday – Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.*