

# Cordova District Fishermen United

## Position Description



<b>Title:</b>	Herring Project Coordinator
<b>Rate of Pay:</b>	\$17.50 per hour
<b>Hours:</b>	20 hours per week (January – April each year)
<b>Position start date:</b>	Immediately
<b>Position end date:</b>	May, 2012

CDFU has secured a contract with the Prince William Sound Science Center (PWSSC) to recruit, dispatch and monitor 10 herring fishermen that will be contracted to participate in herring sampling exercises in Prince William Sound. The Herring Project Coordinator will perform 20 hours per week, for a period of 4 months annually, for three years.

The program will occur for 3 days annually, in March of each year, for a 3-year period commencing in 2010, and ending in 2012. The Herring Program Coordinator will report to the Executive Director.

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### **Detailed description of activities:**

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#### 1. Contracting & Insurance

- a. Develop a suitable contract to legally bind fishermen and protect CDFU, working in conjunction with the PWSSC and legal support.
- b. Draw up financial information, and develop contract packets and information for fishermen.
- c. Find out what insurance is needed to protect CDFU from liability, and prepare insurance paperwork.

#### 2. Preparation

- a. Advertise for bids to manufacture or produce herring nets, per PWSSC recommendations.
- b. Review bids, select bid, and draw up contract or agreement with bidder to complete requirements of project.
- c. Contact SPOT to organize purchase and contracting of 10 spot messenger units for CDFU to dispatch to vessel operators.

#### 3. Recruitment

- a. Develop recruitment materials and application process, then advertise in local outlets to find 10 suitable fishermen, and 5 stand-by fishermen for contracting.
- b. Process contract paperwork to ensure that all fishermen are legally ready to participate in sampling periods.

#### 4. Training/Orientation

- a. In conjunction with the PWSSC, organize training day in February for fishermen to participate in mock sampling session under the coordination of PWSSC staff.
- b. Ensure that all fishermen have: maps and coordinates of sampling regions; vessels that are USCG compliant; and navigational and tracking equipment for monitoring purposes.
- c. Process paperwork to ensure that all fishermen are contracted and available for sampling periods.

#### 5. Reporting & Publications

- a. Provide an overview of the project at the end of sampling in April, 2010, including an assessment of project to date using CDFU information, and data and comments from the PWSSC staff for use in a report for public distribution.
- b. Summarize the project upon its completion at the end of sampling in 2012, using data and comments from the PWSSC, fishermen etc for use in a publication for public distribution.
- c. Prepare project information, summary and assessment of project through communications with PWSSC research staff to be used in an educational publication for dissemination to the commercial fishing fleet, and key stakeholders as identified by CDFU and PWSSC.

#### **Suitable applicants will possess:**

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- A passion for preserving and understanding commercial fisheries, and fish habitat in Prince William Sound.
- Excellent verbal and written communication skills.
- Strong organizational skills.
- Motivation and enthusiasm.
- Excellent computing skills.
- Local Cordova residency.

#### **To apply for this position:**

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Submit a copy of your resume (C.V) and a cover letter describing how your qualifications and experience would be a good match for this position to:

*Rochelle van den Broek  
Re: Herring Coordinator Position  
Cordova District Fishermen United  
PO Box 939  
Cordova, AK 99574*

Or alternatively email these documents to: [cdfu@ak.net](mailto:cdfu@ak.net)

If your application is short-listed for this position, you will be contacted to set up an interview time.