



Alaska Seafood Marketing Institute

JOIN OUR TEAM OF DEDICATED MARKETERS AND HELP PROMOTE ALASKA SEAFOOD AROUND THE WORLD.

The Alaska Seafood Marketing Institute (ASMI) is seeking outgoing, detail-oriented candidates for an Assistant Marketing Coordinator. This position is located in Juneau, Alaska and works closely with ASMI's marketing programs in Alaska, the U.S. and overseas.

Responsibilities include:

- Participate in the production of an annual grant application for federal funding, including assisting with reporting requirements and grant upload.
- Assist with public relations (PR)/marketing activities such as trade shows, press/trade missions and seminars.
- Assist with regular written updates for presentations to board, committees and the USDA.
- Assist with activity approval as well as invoice and backup requirements.
- Knowledge of internal fiscal review and State and federal compliance procedures.
- Provide timely updates to agency website and digital communications platforms.
- Send trade leads to seafood industry members.
- Assist with additional projects.
- Respond to requests for information and support from industry, USDA, ASMI Board of Directors and committees, media, foreign trade partners, ASMI staff and State agencies.
- Occasional domestic and international travel.
- Inventory management and distribution of marketing materials to industry members.
- In state and industry event support and participation.
- Facilitation of interdepartmental participation and communication on agency-wide projects.
- Committee communication and meeting support, including taking minutes.

Minimum qualifications: This position requires a bachelor's degree from an accredited college in marketing, communication, business, design, English, or a related field, or work experience in a related field.

State of Alaska Executive Exempt (XE) range 14-16-18 wage and benefits. Please submit resume, three (3) references, and a cover letter outlining your qualifications as they relate to the above 14 job responsibilities which will be used to determine which applicants will move on to the interview process. Please submit all required items to hire@alaskaseafood.org by 2 PM Alaska time August 22, 2022.

ASMI is an Equal Opportunity and Affirmative Action employer.