

## Eastern Brook Trout Joint Venture Coordinator

### Duties / Job Description

Under the guidance of the EBTJV Steering Committee, and in accordance with EBTJV Steering Committee-approved annual work plan:

Coordinate the efforts of the Eastern Brook Trout Joint Venture Work Groups and Committees

- Ensure that the Conservation Strategy remains current, relevant, and realistic and is representative of available data and information
- On a periodic basis and in concert with the Conservation Strategy/ Habitat Sub-Committee and Northern and Southern Work Groups, compile progress toward range-wide and regional objectives
- Oversee update of range-wide assessment of status and threats
- Working with the Science and Data Committee, develop protocols for partners to provide, input current data to range-wide database; oversee compliance with established data protocols
- Coordinate with Science and Data Committee to maintain a current list of science and data needs
- Work with Outreach and Communication Committee on development of annual outreach and communication plans
- Provide input to Grants and Development Committee on capacity needs and potential sources of support to effectively meet expectations of EBTJV partners

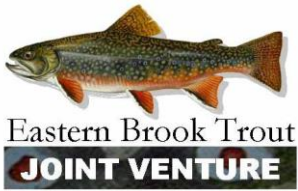
Serve as Liaison with the other Fish Habitat Partnerships, appropriate Landscape Conservation Cooperatives, and other pertinent regional conservation initiatives

- Coordinate joint efforts with SARP and ACFHP
- Serve as lead for EBTJV participation in the Chesapeake Bay Initiative
- Provide timely input to Appalachian LCC and North Atlantic LCC in identification of science, data, and information needs and in development of RFPs to address those needs

Serve as liaison with National Fish Habitat Partnership efforts:

- Participate in quarterly NFHP conference calls
- Participate in National Fish Habitat Partnership Board meetings (target - 2 Board meetings / year or as appropriate)
- Provide EBTJV-specific information to NFHP outreach efforts (e.g. *10 Waters to Watch*)

Promote EBTJV to resource professionals and conservation interests nationwide



- Participate in scientific meetings
  - o Make presentations highlighting EBTJV programs/accomplishments at annual meetings of AFS, NEAFWA, SEAFWA, others as applicable
- Provide regular updates for website to webmaster
- Develop periodic updates for distribution via social media
- Produce quarterly newsletter, generate distribution list and distribute
- Produce annual report highlighting EBTJV actions and accomplishments
- Periodically, write articles for popular angling / conservation publications

#### Serve as Business Manager for EBTJV

- Work with Steering Committee to:
  - o Establish annual budget for operations of EBTJV (excluding project funding)
  - o Manage operating account within budget guidelines
  - o Produce financial report for semi-annual meetings
  - o Work with FWS Coordinator to schedule/arrange accommodations for EBTJV meetings
  - o Work with FWS Coordinator to produce and distribute minutes of meetings and conference calls