



POSITION ANNOUNCEMENT

Position Title:	Project Assistant
Salary:	\$40,000 to \$48,000 per year plus full benefits
Supervisor:	Chief Financial Officer
Location:	San Diego, CA

Project Assistant Job Summary: The Project Assistant will assist in outreach and permitting efforts for the Institute's California sustainable offshore aquaculture program. The position requires the exercise of independent judgment, technical knowledge of the specific area of assignment, and of overall knowledge of HSWRI aquaculture activities.

Responsibilities: This position is responsible for community outreach support in the permitting process, coordinating meeting places and announcements, and dissemination of materials required for general public and government review (local, state and Federal), and is responsible for management of graphic materials and website for the offshore aquaculture project. Performs a wide variety of executive administrative duties as required by daily operations in the HSWRI California office including:

- Update permit processing timeline, including relevant reminders of key deadlines.
- Field and direct inquiries, making sure information flow is smooth.
- Develop graphics and layouts for product illustrations, company logos, and Internet website discussing them with clients and/or supervisors and making necessary changes.
- Work closely with website vendors.
- Manage and update graphic designs of website content.
- Edit, proofread and format presentations; review and format development of PR materials.
- Gather and disseminate PR and website materials.
- Maintain archive of images, photos, or previous work products.
- Responsible for additional office management/assistant duties.

Qualifications:

- Organizational and project management skills a must.
- Sound website management skills required.
- Data management skills a plus.
- Experience in government permitting processes preferred.
- Good written and verbal communications skills.
- Responsible and hardworking individual with the ability to work both independently and as part of a team.
- Graphic design background with GIS experience preferred.
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Physical Requirements and Working Conditions:

- Sitting in a normal seated position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers, for example, using a keyboard.
- Communication skills using the spoken word.
- Ability to hear within normal range.
- Ability to lift 20 pounds.
- Ability to be insured under company automobile insurance plan.

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