

**NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
ROTATIONAL ASSIGNMENT PROGRAM OPPORTUNITY
FISH-57-NCB**

Occupational Category:

Managerial____ Technical____ Analytical____

Administrative ____ Clerical/Support ____ Other X

Level of Responsibility: GS_9/11/12 Pay Band ZA 2/3 or ZP 2/3 WG/WM ____

Duration: 3 months _X_ 6 months_X_ Other____

Timeframe: 1st quarter__ 2nd quarter_X_ 3rd quarter_X_ 4th quarter X_

Title of Assignment: Communications Assistant

Assignment Objective: The participant will gain a thorough understanding of the programs and activities of the NOAA Chesapeake Bay Office, focusing on the means and strategies necessary to effectively communicate with external and internal stakeholders. The assignment will develop and hone the knowledge, skills and abilities of the participant, providing an opportunity to develop a discrete product or outcome. This communication and outreach activity relates to the NOAA Chesapeake Bay Comprehensive Plan, which is under development.

Description of Tasks: Conduct outreach to Chesapeake Bay stakeholders, including NOAA offices in Silver Spring and regions, grantees, state and local governments, non-governmental organizations (NGOs), and the public; develop communications tools and products for the NCBO. Tasks may include planning and preparing for conferences and workshops, briefings, popular and technical writing and developing press release, and web page material depending on the skills of the participant). Exact task(s) will be negotiated with interested applicants.

Special Requirements and Selection Criteria: Clear and concise communication skills, including speaking and writing. Ability to research issues and convert concepts into written products. Ability to approach people and to communicate easily. Ability to work fairly independently and to produce products that meet desired expectations.

NOAA Line/Staff Office: NOAA Fisheries, Office of Habitat Conservation, NOAA Chesapeake Bay Office (Annapolis, MD)

Point of Contact: Lowell Bahner or Peyton Robertson (410) 267-5660