



## Southern Southeast Regional Aquaculture Association (SSRAA)

*SSRAA's mission is to enhance and rehabilitate salmon production in southern Southeast Alaska to the optimum social and economic benefit of salmon users.*

### Office Manager – Administration Department

The Southern Southeast Regional Aquaculture Association (SSRAA) is seeking a highly organized and adaptable **Office Manager** to support administrative operations at its Ketchikan headquarters. This is a key, long-term position within the organization, providing essential support to headquarters operations while coordinating across all departments and remote hatchery sites throughout southern Southeast Alaska.

SSRAA operates seven hatcheries, multiple remote release sites, and is governed by a 21-member Board of Directors. This position reports directly to the General Manager and serves as a central administrative resource for the organization.

This role is ideal for a self-directed professional who takes ownership of their work and thrives in a small, collaborative environment. The Office Manager serves as the primary administrative hub for SSRAA by supporting daily office operations, coordinating Board activities, assisting with financial processes, and maintaining critical organizational systems.

This position may be structured between 30–40 hours per week to accommodate the right candidate's schedule. SSRAA is committed to hiring a long-term team member and offers flexibility to support work-life balance in Southeast Alaska. The starting hourly wage ranges from \$23.39 to \$31.71, depending on experience.

SSRAA offers a comprehensive benefits package, including health, dental, life, and long-term disability insurance, as well as a competitive retirement plan. SSRAA is an equal opportunity employer. To apply, visit the SSRAA website at [www.ssraa.org](http://www.ssraa.org) or click the link below:

<https://recruiting.paylocity.com/recruiting/jobs/All/bbb1c014-9ee1-4222-9683-b69ca13c4557/Southern-SE-Regional-Aquaculture-Association>

The position is open for immediate hire and will remain open until filled. For more information contact:

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