

Spring 2014

**Position Announcement
Program Assistant**

Description

The Mid-Atlantic Regional Council on the Ocean (MARCO) is seeking a full-time Program Assistant. The successful candidate will exhibit the organizational, communication, and technical skills required to support MARCO and enable it to deliver products and services of value to the five member Mid-Atlantic States – New York, New Jersey, Delaware, Maryland, and Virginia.

The Program Assistant works on behalf of MARCO and serves at the pleasure of the MARCO Management Board of Directors. This is a one-year contractual position with potential for renewal, pending funds.

Background

MARCO is a regional ocean partnership working on shared issues that benefit from interstate collaboration and coordinated problem solving. Established in 2009 by the Governors of New York, New Jersey, Delaware, Maryland, and Virginia, MARCO has identified four regional priorities for shared action to improve ocean health and contribute to the high quality of life and economic vitality of our region: coordinate the protection of important marine habitats, including sensitive and unique offshore areas; collaborate on a regional approach to support the sustainable development of renewable energy in offshore areas; prepare Mid-Atlantic communities for the impacts of climate change on coastal and ocean resources; and promote improvements in ocean water quality.

Qualifications

Education

- Minimum: Bachelor's degree

Experience

- At least one year in a program support role

Primary Purpose, Duties, and Responsibilities

The Program Assistant will play an integral role in working with the MARCO Management Board and Staff in advancing MARCO's priorities to address challenges facing the ocean, and engage diverse ocean stakeholders and decision makers in meaningful participation in MARCO's initiatives. The Program Assistant will report directly to MARCO's Program Manager. The Program Assistant will:

- Plan, coordinate, and direct administrative support activities;
- Support Management Board calls and meetings by setting up conference calls, taking and distributing notes, ensuring A/V equipment reservation and setup, developing agendas, making meeting packets, securing meeting logistics and travel arrangements (meeting venue, travel, catering, etc.), and processing travel and expense reimbursement requests;

- Support efforts to maintain the MARCO website by assisting in developing content and making basic text updates;
- Interact with stakeholders to solicit feedback, input, and help build MARCO's relationships;
- Anticipate Board and Staff needs and make recommendations to address those needs;
- Conduct research and analyses on a variety of ocean, policy, and planning issues to support the Management Board;
- Assist in preparing reports, grant proposals and budgets, organizing and drafting materials, and tracking and monitoring budgets;
- Maintain relationships with consultants and vendors to help support MARCO's work;
- Develop organizational systems to track team progress;
- Maintain and update team calendar;
- Collect and maintain contact information for stakeholders and partners on the MARCO SharePoint site; and
- Perform related work as required.

Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills;
- Skilled in office procedures, protocols, and standard computer software programs for word processing, spreadsheets, and databases;
- Basic understanding of current and emerging issues in ocean science and policy (Preferred);
- Strong personal initiative, problem solving skills, creativity, and ability to work independently and as a member of a team; and
- Collaborative, flexible, and self-directed work style.

Application To apply, please send your resume, three references, and a cover letter summarizing your experience and why you are interested in this position via email to: Michelle Lennox, MARCO Program Manager, MLennox@MidAtlanticOcean.org. Applications are due by Friday, May 30.

Experience One or more years of experience in a program support role.

Compensation Salary range: \$30-50,000 per year for this full-time position, and commensurate with experience. No medical or retirement benefits will be provided, however vacation and sick time are provided.

Working Conditions Work location is negotiable in the Mid-Atlantic region, but preference will be given to qualified candidates who can work out of Annapolis, Maryland. Office space may be available in a state office. Some travel will be required. Must provide own transportation. Reimbursement is available for supplies, equipment, and consumables.