*Winter 2019*

**Position Announcement**

**Program Manager**

**Description**

The Mid-Atlantic Regional Council on the Ocean (MARCO) is seeking a full-time Program Manager. 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 Manager works on behalf of MARCO and serves at the pleasure of the MARCO Management Board. 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 in a related field

*Experience*

* At least three years in a program coordination or management role

**Primary Purpose, Duties, and Responsibilities**

The Program Manager 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 Manager will report directly to MARCO’s Management Board Chair. The Program Manager will:

* Participate in Management Board and Mid-Atlantic Committee on the Ocean calls and meetings, and stakeholder meetings and conferences.
* Manage working groups for ocean acidification, healthy ocean ecosystem indicators, marine debris, and others as they become relevant via conference calls, taking and distributing notes, strategic planning, developing agendas, making meeting packets, assist in securing meeting logistics for work group in-person meetings and travel arrangements (meeting venue, travel, catering, etc.);
* Interact with stakeholders to solicit feedback, input, and help build MARCO’s relationships;
* Conduct research and analyses on a variety of ocean science, policy, and planning issues;
* Assist in preparing reports, grant proposals and budgets, organizing and drafting materials, and tracking and monitoring budgets as appropriate;
* Maintain relationships with consultants and vendors to help support MARCO’s work, and maintain contact information;
* Develop organizational systems to track team progress;
* Maintain and update team calendar and website with basic text updates;
* Assist in scoping new projects and programs as appropriate;
* Perform related work as required.

 **Knowledge, Skills, and Abilities**

* Experienced in project/program management, including tracking project progress, timelines, and budget;
* Skilled in coordinating diverse groups of experts around a common goal;
* Excellent written and verbal communication skills;
* Skilled in office procedures, protocols, and standard computer software programs for word processing, spreadsheets, and databases;
* Experienced in meeting and conference planning;
* Basic understanding of current and emerging issues in ocean science and policy;
* Ability to work with confidential information;
* 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, a writing sample, three references, and a cover letter summarizing your experience and why you are interested in this position via email to: Judy Tucker at jtucker@midatlanticocean.org.

Applications are due by Friday, February 1st, 2019.

**Experience** Three or more years of experience in a project/program management role.

**Compensation** Salary range: $70-83,000 per year for this full-time position, and commensurate with experience. No medical or retirement benefits will be provided, however paid vacation and sick time are provided. Program Manager will be a self-employed contractor and is responsible for all taxes. Position is via contract with the Coastal States Stewardship Foundation (CSSF), MARCO’s fiscal agent.

**Working Conditions** Work location is negotiable in the Mid-Atlantic region, at a home office. Some travel will be required. Must provide own transportation. Reimbursement is available for supplies and equipment.