

Mid-Atlantic Regional Council on the Ocean (MARCO)

Position Announcement: Program Manager

- Closing Date/Time: ***Application review begins January 16, 2012 and continues until the position is filled.***
- Full-time, one-year position with potential to extend based on funding availability and performance
- Compensation commensurate with experience. Expected range of \$60,000 to \$80,000. Health insurance is not available through this position.
- Will negotiate workplace location, within the Mid-Atlantic Region, including the ability to telework

Background

The Mid-Atlantic Regional Council on the Ocean (MARCO) is a state partnership created by the Governors of New York, New Jersey, Delaware, Maryland, and Virginia to create a lasting forum for interstate collaboration on actions that will improve the health of the region's coastal and ocean resources. Priority issues for MARCO include:

- Coordinate protection of important habitats and sensitive unique offshore areas on a regional scale
- Collaborate on a regional approach to support the sustainable development of renewable energy in offshore areas
- Prepare the region's coastal communities for the impacts of climate change on ocean and coastal resources
- Promote improvement in the region's coastal water quality
- Build capacity for coastal and marine spatial planning including enhancement of the MARCO Mapping and Planning Portal

MARCO will hire a full-time, one-year Program Manager to coordinate the activities of the MARCO Management Board. Employment beyond one-year may be considered based on future funding availability and performance. The Program Manager will be hired through a contract with the Coastal States Stewardship Foundation (CSSF), which is MARCO's fiscal agent. The Program Manager will be responsible for organizing and facilitating MARCO projects; Management Board meetings; representing MARCO at regional and national forums; developing and implementing outreach and communications strategies; assisting with strategic planning; and coordinating with MARCO's Federal partners, especially for coastal and marine spatial planning (CMSP).

Skills, Knowledge and Characteristics

MARCO, through the Coastal States Stewardship Foundation (CSSF), is looking for a highly motivated, self-starter with at least five years of experience in project management and experience in coastal or ocean policy, planning and/or management. In addition, the individual should have the following qualities and skills:

- Demonstrated ability to meet deadlines and manage projects;
- Ability to work independently and in a team-setting;
- Strong organization and communication skills, including the ability to coordinate and communicate with people across a wide geographic range, both verbally and in writing;
- Energetic and comfortable multi-tasking and managing complex issues and challenges;
- Experience in working with elected officials, policymakers, scientists and opinion leaders at all levels of government and the private sector;

- Knowledge in contemporary principles of coastal zone management and familiarity of coastal management issues in the Mid-Atlantic region;
- Familiarity with applying for and managing funding from federal and state agencies, and private parties, including project reporting requirements (detailing budget expenditures and progress toward achieving deliverables and outcomes); and
- Familiarity with the administration of collaboration websites and webinar accounts is beneficial.

Working Conditions and Location

This position works a professional workweek. Time required outside the normal 40-hour week to attend meetings or conferences, and to meet deadlines. Travel to coastal communities, including overnight, is required as needed; frequent out-of-state travel is also required. You must have a valid driver license and an acceptable driving record. The selected candidate will have the opportunity to negotiate his/her workplace location, within the Mid-Atlantic Region, including the ability to telework.

Application Process

Interested candidates should prepare and submit an application package that includes a transmittal letter (summarizing interest in, and qualifications for, the position); a detailed resume; three references (including name, title, mailing and e-mail addresses, and telephone number(s); salary history and desired salary range. Note: All of these items must be provided to ensure consideration. Candidates that are invited to interview will be asked to develop additional written materials for review by the selection panel.

The application must be submitted via hard copy through U.S. mail or overnight service, or by e-mail. The application should be directed to the address below.

Send applications to:

Brian Kelly
Environmental Scientist
Delaware Coastal Programs
Dept. of Natural Resources & Environmental Control
89 Kings Highway
Dover, DE 19901
Email: Brian.Kelly@state.de.us

Candidate Review Process

Applications will be reviewed by a search committee that will organize interviews with the leading candidates. The MARCO Management Board will select the preferred candidate.