

Program Manager - Ocean Science

The Mid-Atlantic Regional Council on the Ocean (MARCO) seeks a full-time Program Manager - Ocean Science. The Program Manager will be responsible for managing several established, collaborative efforts related to ongoing regional ocean issues. The successful candidate will exhibit strong communication, organizational, and entrepreneurial 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.

This is a 2-year fully remote, contractual position, with the potential for renewal depending upon funding. Applications are due by December 23, 2022.

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

MARCO's commitment to diversity, equity, inclusion, justice, and accessibility includes the recognition that our work is best advanced by the contributions of people of diverse backgrounds, beliefs, and cultures. Recruiting and mentoring team members to create an inclusive organization is a priority. MARCO encourages applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

The following expectations for education and/or experience are estimates based on previous hires in similar roles. However, MARCO encourages anyone with interest to apply.

- Bachelor's degree in a related field and at least five years in a program management role OR
- Master's degree in a related field and at least three years in a program management role OR
- Ph.D. in a related field.

Preferred experience:

- Some demonstrated knowledge of ocean science, policy, and/or planning is preferred

Primary Purpose, Duties, and Responsibilities

The Program Manager will play an integral role in communicating ongoing and emerging ocean science needs to the MARCO Management Board and Director. They will provide management and strategic

support to several collaborative efforts that advance 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 to MARCO's Director, with duties that include:

- Provide management and strategic support to regional, collaborative work groups including but not limited to ocean acidification and offshore wind;
- Participate in MARCO Management Board, Mid-Atlantic Committee on the Ocean calls and meetings, and stakeholder meetings and conferences;
- Conduct research and analyses on a variety of ocean science, policy, and planning issues;
- Assist in scoping new projects and programs as appropriate;
- 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;
- Perform related work as required.

Knowledge, Skills, and Abilities

- Understanding of current and emerging issues in ocean science and policy;
- Experience in program management, including providing strategic support to program leadership, convening diverse groups to advance a common goal; and tracking project progress;
- Excellent written and verbal communication skills;
- Skilled in office procedures, protocols, and standard computer software programs for word processing, spreadsheets, and databases;
- 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 admin@midatlanticocean.org with the title: Program Manager - Ocean Science.

Applications are due by Friday, December 23, 2022

Compensation Salary range:

\$90,000 - \$100,000 per year for this full-time, independent contractor position, commensurate with experience. Paid vacation and sick time are provided. There are no medical or retirement benefits provided with this position.

Location:

- This is a fully remote position, with preference given to those in the Mid-Atlantic region.

Working conditions:

- The position is via contract with the Coastal States Stewardship Foundation (CSSF), MARCO's fiscal agent. Therefore, the Ocean Science Program Manager will be a self-employed contractor and is responsible for all taxes.
- The incumbent must provide their own supplies and equipment including internet, laptop, and phone; reimbursement will be available for project- or meeting-specific supply costs.
- Some travel will be required. The incumbent must provide their own transportation - reimbursement will be provided for mileage, airfare, and other meeting-specific costs.