

Project Manager

The Mid-Atlantic Regional Council on the Ocean (MARCO) is seeking a full-time Project Manager. The Project Manager will manage a portfolio of projects related to regional ocean issues. The successful candidate will have strong communication and organizational skills in order 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 recognizes 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.

- Five years of experience with project coordination and/or management in a related field OR
- Bachelor's degree in a related field and at least two years experience with project coordination and/or management OR
- Master's degree in a related field and at least one year of experience with project coordination and/or management

Preferred experience:

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

Primary Purpose, Duties, and Responsibilities

The Project Manager will play an integral role in working with the MARCO Management Board and staff in managing projects that advance MARCO's priorities to address regional challenges facing the ocean. The Project Manager will report to MARCO's Director. The Project Manager will:

- Provide project management on a portfolio of work on regional ocean priorities;
- Support coordination of regional, collaborative work group(s) including but not limited to the Mid-Atlantic Marine Debris Work Group;
- Participate in MARCO Management Board, Mid-Atlantic Committee on the Ocean calls and meetings, and stakeholder meetings and conferences;
- Assist in scoping new projects 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

- Experienced in project management, including tracking project progress, timelines, and budget;
- Basic understanding of current and emerging issues in ocean science and policy (some familiarity with Community-Based Social Marketing is a plus);
- 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;
- 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

Applications are due by Friday, December 23, 2022

Compensation Salary range:

\$80,000 - \$95,000 per year for this full-time, independent contractor position, commensurate with experience. Paid vacation and sick time are provided. As this is an independent contractor position, there are no medical or retirement benefits provided.

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.