



MARCO Administrative Coordinator Request for Applications

The Mid-Atlantic Regional Council on the Ocean (MARCO) seeks a part-time Administrative Coordinator. The Administrative Coordinator will support administrative and operational tasks that are critical for advancing MARCO's work plan, including financial tracking, invoice management, and event coordination. The Administrative Coordinator will report to the MARCO Executive Director.

This is a 1-year fully remote, contractual position, with the potential for renewal depending upon funding.

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

- At least five years of experience in a related role, with emphasis on administrative, office support, or meeting planning role; OR
- Bachelor's degree in a related field and at least two years of experience in an administrative, office support, or meeting planning role.

Responsibilities

- Receive and track invoices
- Ensure budget congruence with monthly financial reports from MARCO's fiscal sponsor
- Order and track organizational and administrative supplies
- Manage organizational email and calendar
- Assist with MARCO event planning, including identifying and coordinating with event venues, A/V teams, and catering
- Manage travel reimbursement requests from event speakers and participants
- Other tasks as needed depending on incumbent qualifications and organizational needs

Knowledge, Skills, and Abilities

- Experience with budget tracking and invoice management
- Proficient in Microsoft Excel and/or Google Sheets, and Google Drive file management
- Experience with meeting and conference planning
- Excellent written and verbal communication skills
- 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
- Collaborative, flexible, and self-directed work style

Compensation Salary range:

This is a part-time (25 hours/week), hourly position. Compensation range will be \$32,000 - \$38,000 per year (\$25-\$28 per hour), commensurate with experience. 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 Administrative Coordinator 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.

Application Instructions:



Applications should include a cover letter, resume, contact information for three references, and an hourly bill rate.

Please submit applications via email to the MARCO Executive Director, Avalon Bristow, at abristow@midatlanticocean.org, with the subject line "Application for MARCO Administrative Coordinator". Submission deadline is 11:59 PM ET on February 16, 2024.