

Program Manager Position Description

Location: Washington, DC

Hours: Approximately 40 hours per week

Duration: 1-year commitment expected

Compensation: Commensurate with experience

The Program Manager will focus on supporting successful development and implementation of the Blue Future Initiative at programmatic and site levels. Position will report to Dr. Ayana Johnson, Waitt Institute (WI) Executive Director for Programs and Strategy. Travel will be dependent on how position evolves – anywhere from 5% to 50% of the time, including visits to project sites, conferences, or WI La Jolla office.

Programmatic Responsibilities (~75%): Time spent on the following may vary widely, depending on immediate needs and developing priorities. Individual is expected to be enterprising and propose other projects that would provide structured information to support the WI mission of “empowering communities to restore their oceans.” Likely tasks include:

- Conduct research on potential future project sites (ecology, politics, stakeholders, etc.)
- Review existing literature on ocean zoning and sustainable fisheries and prepare summaries and fact sheets
- Development/maintenance of database of ocean conservation and fisheries literature
- Development/updating of fact sheets with key points/stats/graphics on key ocean topics
- Discrete projects could include: development of ocean science curriculum for students at program sites, analysis of results of stakeholder interviews, analysis of site ecological monitoring data
- Potential opportunity to co-author academic and popular press articles
- Draft presentations, memos, and other documents
- Assist with preparation of and review of materials for use at project sites
- Assist with tracking of progress at sites, per program metrics and indicators
- Coordinate with WI La Jolla office to ensure positive synergies between offices and with Waitt Foundation
- Supplementary review of ROC and Enforcement grants – background research on applicant organizations
- Assist with communications: proofreading and formatting reports, blog posts, proposing tweets and Facebook posts, updating site websites, social media for sites
- Represent the Waitt Institute at conferences and events, promoting project and facilitating partnerships and collaboration
- Various exciting tasks to be devised based on expertise and interest

Administrative Responsibilities (~25%): Tasks as listed below and others as assigned.

- Manage receipt processing for travel and program-related expenses
- Maintain meeting calendar
- Assist with travel arrangements
- Maintain database of site and global contacts
- Order and ship swag for distribution at sites
- Assist with travel preparations

Desired qualifications:

- Background in marine policy, science, and economics (minimum of Master’s preferred)
- Ability to manage time efficiently and keep track of and prioritize amongst many tasks and projects
- Ability to turn projects around rapidly with an appropriate level of detail

- Interest in managing work at project sites
- Expertise with Microsoft Office, WordPress, and PhotoShop
- Experience with graphic design
- Understanding of effective social media messaging
- Great writing, editing, and general communications skills
- Stellar internet research skills
- Flexibility to respond to changing assignments
- Ability to distil scientific and policy topics for the public
- Independent and internally-motivated
- Resourcefulness (i.e., MacGyverness)

To apply, submit cover letter and resume to ayana@waittinstitute.org by January 31st, 2014.