



IOOS Association
Program Coordinator: 20 hours/week

The IOOS Association seeks a part-time program coordinator to assist with communications and program administration. The ideal candidate is someone with strong communications and organizational skills, able to work independently and with diverse people and willing to perform the range of tasks necessary to make an organization operate smoothly and efficiently.

The IOOS Association

The IOOS Association is a small non-profit organization that works with the eleven Regional Associations (RAs) that operate coastal observing systems as part of the Integrated Ocean Observing System (IOOS). Created by Congress in 2009, IOOS is a Federal-regional partnership that includes a system of federally operated assets and a network of regional observing systems that complement and enhance the federal program. NOAA is the lead agency for IOOS, coordinating the national and regional efforts. The Association operates as a quasi-trade association and works with the regions to address issues of mutual concerns and communicate the successes and opportunities of working regionally with Federal agencies and others in Washington, D.C. For more information, see <http://www.ioosassociation.org> and www.ioos.noaa.gov.

Position Overview

The Program Coordinator will provide project coordination and programmatic support for the IOOS Association, including internal and external communications, administrative assistance and specialized support to members, Board of Directors and RA directors under the supervision of the IOOS Association Executive Director. Work will include assisting the Executive Director in all aspects of operating and maintaining a small non-profit organization with a primary responsibility for outreach and communications, serving as a resources for members and representing the organization in Washington DC.

1. Communications and Outreach (50%)

Maintain a compelling and up-to-date web presence for the IOOS Association. Ensure that stories are posted regularly and that important resource documents and other information are easily accessible.

- Produce IOOS Association quarterly e-newsletters. Develop engaging content that is understandable to a lay audience and demonstrates how IOOS is making a difference. This will include soliciting stories from the RAs and other sources, graphic layout and design and distribution.
- Organize monthly conference calls with the regional outreach coordinators and the Program Office to discuss issues of mutual interest. Prepare agendas, keep records and oversee follow-up actions.

2. Organizational Support and Board Management (25%)

- Board support. Assist the Director with planning and staffing Board, Executive Committee, and other organizational meetings by preparing briefing materials, agendas, minutes and other record keeping.
- Biannual Meeting Support. Provide staffing for two RA meetings each year including logistics coordination, working with Steering Committee on agendas, organizing briefing materials, tracking participants, record keeping and other activities related to organizing an effective meeting.

3. Programmatic Support (25%)

- Ensure that all policies are up-to-date, legal and financial reports are submitted
- Maintain current list of Congressional representatives for the regions.
- Other activities that arise from time-to-time associated with operating a small non-profit organization.
- Ensure smooth operation of the organization and proper record keeping, including legal records such as organizational policies, by-laws, employee handbook, evaluations, timesheets, 501c3 documents, electronic contact lists and organization of shared drives.

Minimum qualifications

- Bachelor's degree with demonstrated work experience.
- Highly self-motivated and able to work independently.
- Recognized ability to meet multiple deadlines by maintaining a high level of organization
- Strong written and oral communication skills.
- Experience or willingness to learn software for posting content on web and distributing newsletters.
- Understanding and interest in marine and coastal issues.
- Ability to work independently and to accomplish multiple tasks.
- Team player with a "can do" attitude.

Travel

There will be some travel in associated with this position (1-2 weeks/year).

Office

The IOOS Association does not have a formal office. The successful applicant will likely work from a home office or other mutually agreed upon situation.

Salary

Commensurate with skills.

To apply

Please submit letter of interest, resume, and 3 references to Josie Quintrell at the address below by April 24, 2015.

For more information

Contact: Josie Quintrell, Executive Director
IOOS Association
205 Oakledge Rd
Harpwell, ME 04079
207-725-8143
jquintrell@comcast.net
www.ioosassociation.org