

## **The Massachusetts Ocean Partnership Job Announcement - Program Associate**

The Massachusetts Ocean Partnership (MOP) is seeking a Program Associate (PA); the position will be based in Boston, Massachusetts.

### **MOP Overview**

The Massachusetts Ocean Partnership (MOP) is a newly established public-private partnership created to advance integrated multi-use ocean management in support of sustainable marine industries and ecosystem stewardship leading to resilient and productive ocean ecosystems in MA state waters. Initiated in 2006 with support from the Gordon and Betty Moore Foundation, MOP partners - including government decision makers, marine-dependent industry, scientists, and conservation and education organizations - developed a Five Year Strategic Plan to foster collaborative problem solving on ocean management issues and develop information, tools and processes to improve the integration of science with management decision making. MOP partners are now implementing the Strategic Plan with funding through 2010. For more information, please visit our website at [www.massoceanpartnership.org](http://www.massoceanpartnership.org).

### **Position Summary**

As a member of MOP's 4-6 staff team, the PA will support senior staff - primarily the Science Program Manager - in implementing Strategic Plan programs and activities. The position is funded through December 2009 with extension possible.

### **Essential Job Functions**

- Support the Science Program Manager with implementation of MOP's science objectives in a variety of programmatic and administrative capacities.
  - Assist with substantive and administrative aspects of subcontract procurement, management and progress tracking, in coordination with the Administrative Coordinator
  - Support science program working groups, including: assisting with meeting preparation, conduct, documentation and follow-up; developing and maintaining on-line collaboration tools (e.g. wikis); and undertaking short-term research assignments and preparing written reports. Examples of research may include:
    - ecosystem service indicators and the data/systems that support monitoring and reporting
    - existing regional data networks, indicators and decision support tools to ensure MOP efforts are linked/coordinated with regional/national efforts
  - Develop maps, reports, and model and scenario analysis outputs utilizing science program products for use in communications materials, presentations, etc.
  - Assist in developing grant proposals and applications
  - Attend relevant workshops, conferences and webinars
- Support the Executive Director and Communications-Outreach Manager as otherwise needed to carry out MOP's objectives.

### **Qualifications**

- Experience with complex natural resource planning and management issues; familiarity with technical aspects of data integration and GIS functionality/outputs a plus.

- Experience procuring and managing consultant contracts preferred.
- BA or MA in a related natural or social science; 3-5 years relevant professional experience.
- Ability to organize and prioritize workload to meet demands in a fast-paced environment.
- Experience working in multi-stakeholder settings.
- Strong oral and written communication and analytical skills.
- Computer proficiency with word processing, e-mail, the Internet, spreadsheets and databases.

**Compensation**

Compensation includes a competitive salary and a full employee benefits package.

**To Apply:**

Please submit a cover letter, resume and writing sample via e-mail no later than 5pm on September 29, to: Stephanie Moura, Executive Director at [smoura@massoceanpartnership.org](mailto:smoura@massoceanpartnership.org)