

The Massachusetts Ocean Partnership Fund Job Announcement - Administrative Coordinator

The Massachusetts Ocean Partnership Fund (MOPF) is seeking an Administrative Coordinator (AC); the position will be based in Boston, Massachusetts.

MOPF Overview

The Massachusetts Ocean Partnership Fund (MOPF) 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, MOPF 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. MOPF partners are now implementing the Strategic Plan with funding through 2010. For more information, please visit our website at www.mopf.org.

Position Summary

As a member of MOPF's 4-6 staff team, the AC will coordinate MOPF administration and financial management and support the work of staff, Board Committees and partnership Working Groups. The position is funded through 2010 with extension possible.

Essential Job Functions

Operations and administration

- Coordinate operations/administration and financial management with MOPF's fiscal sponsor (University of MA Boston) and Core Operations Administrator.
 - Maintain MOPF and subcontractor budget tracking, analysis and reporting systems
 - Assist in preparing progress reports to funders and others
- Maintain/manage MOPF contact lists.
- Coordinate day-to-day operations to ensure a well-functioning office, liaise with IT support, etc.
- Receive in-person visitors and phone calls.

Support MOPF Staff, Committees and Working Groups

- Support staff, Committees and Working Groups in implementing MOPF programs, including:
 - Coordinate meeting/event scheduling and planning
 - Assist with materials preparation and distribution including meeting agendas and summaries, reports, outreach materials and other documents

Qualifications

- Experience with financial and contract management; grants management experience a plus.
- Proven administrative and office management capabilities.
- Ability to organize and prioritize workload to meet demands in a fast-paced environment.
- Computer proficiency with word processing, spreadsheets, databases, accounting software (e.g. QuickBooks), e-mail and the Internet
- Solid written and oral communication and interpersonal skills.
- Minimum 5 years relevant professional experience; BA or Associates degree preferred.

Compensation

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

To Apply:

Please submit a cover letter and resume via e-mail no later than 5pm on **Friday, February 29 2008** to: Stephanie Moura, Executive Director

MA Ocean Partnership Fund

E-mail: smoura.mopf@comcast.net