

SECOORA Seeks Program Coordinator

SECOORA is seeking a half-time program coordinator. The primary responsibility for this position is to coordinate the SECOORA Regional Ocean Data Sharing effort and assist with SECOORA regional initiatives.

The successful candidate is able to work remotely but will need to be available via phone during normal working hours. Additionally, the candidate will have to participate on weekly staff calls.

The Southeast Coastal Ocean Observing Regional Association (SECOORA, <http://secoora.org>), a regional non-profit organization based in Charleston, SC, seeks a program coordinator to lead the Regional Ocean Data Sharing efforts for the southeast and provide program support to SECOORA for stakeholder engagement, report preparation, and product development.

SECOORA's mission is to observe, understand, and increase awareness of our coastal ocean - promoting knowledge, economic and environmental health through strong regional partnerships. SECOORA is one of 11 regional associations working in partnership with the NOAA NOS Integrated Ocean Observing System (IOOS) Program Office, other federal agencies, and interested stakeholders in the public and private sectors to build and operate our Nation's coastal and ocean observing capabilities.

The Program Coordinator will work with the SECOORA Executive Director, Deputy Director, and Communications Director on the following:

Responsibilities:

1. Coordinate the Regional Ocean Data Sharing effort in the SE including working with other contractors on workshop planning, managing a regional steering team focused on the effort, and helping to scope and contribute to a new data product for the SE.
2. Coordinate the Coastal Ocean Modeling Testbed project including scheduling regular calls, helping to draft a Transition Plan, and contributing to progress reports.
3. If funded, serve as project coordinator for Launching WebCOOS: Webcams for Coastal Observations and Operational Support project.
4. Develop and support a new SECOORA Product Development Team to build capacity within SECOORA to turn data into information with impact.
5. Provide executive assistant support including development of presentations, drafting emails and letters, and scheduling for the Executive Director as needed.
6. Provide program support such as assistance in information calls, process management to engage SECOORA members and stakeholders in identifying priorities, planning and execution of meetings, and assisting RCOOS manager with progress report development.

Required Expertise and Skills:

- High level of analytical, organizational, and planning skills
- Ability to work independently while adhering to deadlines
- Demonstrated ability to build partnerships and communicate, collaborate, and work effectively with diverse groups of internal and external stakeholders



- Capable of working with both technical and nontechnical colleagues and communicating with both
- Knowledge and practical experience regarding basic computer skills, including Microsoft Word, Excel, PowerPoint, Google Docs, Cloud-based storage solutions, and geospatial data for the coast and ocean.

Qualifications:

- Specialized graduate degree in a marine- or coastal-related science, engineering, geosciences, or related technical field.
- (Preferably) A strong understanding of the existing Integrated Ocean Observing System Program, SECOORA and/or ocean or coastal issues, science, and policy, and the southeast U.S. region
- Experience with Federal Grant writing and administration

Period of Performance: 6-month, based on funding

Compensation: Based on experience

Application Deadline: Open until January 31, 2020

To Apply: Please email a cover letter addressing skills and qualifications; a formal resume with list of experience covering, at minimum, the last 5 years; and a list of three professional references (name, title, address, and phone number). Emailed applications must be in PDF file format.

Please application materials to:

Megan Lee, SECOORA Chief Financial Officer, mlee@secoora.org

All questions should be emailed to Debra Hernandez, SECOORA Executive Director, at debra@secoora.org.