

Program Specialist, Gulf of Mexico Research Initiative

The Consortium for Ocean Leadership is pleased to announce the search for a Program Specialist, Gulf of Mexico Research Initiative (GoMRI). This is a full-time, exempt position. The position will report to the Senior Program Manager, GoMRI in the Research and Education department.

The Program Specialist provides professional support for Ocean Leadership-coordinated research programs and related activities in support of the Gulf of Mexico Research Initiative (GoMRI) and the Ocean Leadership mission. Specifically, this individual serves as part of Ocean Leadership's management team for GoMRI focusing on Task 3 (Post-Award Management) and participating in Task 1 (Proposal Review) and Task 4 (Communications and Outreach) as needed. This individual's primary role will be to serve as the Scientific Program Coordination Lead for the annual Gulf of Mexico Oil Spill & Ecosystem Science Conference. Additional activities outside the scope of GoMRI include representing Ocean Leadership programs as appropriate at meetings with external organizations, participating in efforts to develop new programs at Ocean Leadership and supporting other Ocean Leadership projects and programs as needed.

Specific duties include:

Gulf of Mexico Research Initiative (GoMRI) Tasks

- * Supports post-award management of GoMRI by assisting in science coordination functions and services. In cooperation with the GoMRI Chief Scientific Officer, oversees the programmatic activities of the Gulf of Mexico Oil Spill and Ecosystem Science Conference. Develops agenda, with input from GoMRI Chief Scientific Officer, for the GoMRI All Hands Meeting (if applicable).

- * Leads coordination of additional GoMRI related scientific panels, workshops, etc.

- * Contributes to Task 1 - the review of GoMRI scientific proposals - as needed.

- * Contributes to Task 4 – coordination of GoMRI participation in scientific conferences and meetings.

Other Tasks

- * Represents Ocean Leadership as appropriate at meetings with external organizations.

- * Supports other Ocean Leadership projects/programs as the opportunity and need arises.

Qualifications include:

- * Bachelor's degree, preferably in a scientific, technical, or policy related discipline and a minimum of three (3) years of experience in scientific program management or scientific event coordination (or equivalent science training and experience).

- * Excellent written and oral communication skills, strong interpersonal skills, excellent organizational skills and strong attention to detail are required.

- * Strong familiarity with scientific and/or ocean science conferences.

* Experience coordinating a wide range of events, and especially scientific conferences of 500-1000 attendees.

* Proven problem-solving capabilities with the ability to exercise good, independent judgment on courses of action and to exhibit a proactive approach to assigned projects. Demonstrated ability to work well under pressure.

* Demonstrated initiative, flexibility, creativity and the ability to work well both independently and as part of a team are a must. Ability to establish and maintain effective relationships with internal and external stakeholders, including executive staff, international scientists, federal agency representatives, industrial representatives, and academic institutions.

* Demonstrated proficiency with all MS Office applications is necessary.

* Ability to travel domestically and internationally as necessary (up to 10%).

To apply, please forward cover letter, resume, salary requirement, and any other relevant application materials to <mailto:jobs@oceanleadership.org>jobs@oceanleadership.org with the subject line, "Program Specialist GoMRI." Materials may also be mailed to Human Resources, The Consortium for Ocean Leadership, 1201 New York Avenue, NW, 4th Floor, Washington, DC 20005.

The Consortium for Ocean Leadership represents 95 of the leading public and private ocean research education institutions, aquaria and industry with the mission to advance ocean research, education and policy. Located in the heart of our nation's capital, Ocean Leadership offers a collegial work environment and excellent benefits. To learn more about us and current vacancies in more detail, please visit <<http://www.oceanleadership.org/>>www.oceanleadership.org. To learn more about GoMRI, please visit <<http://www.gulfresearchinitiative.org>>www.gulfresearchinitiative.org.