

ANNOUNCEMENT
Advisory Council Coordinator Position Available
Greater Farallones National Marine Sanctuary

Greater Farallones National Marine Sanctuary is seeking a part-time, 20-hour per week Sanctuary Advisory Council (SAC) Coordinator. Duties for this position are included below. To apply, please send your resume, cover letter, and three references to Carolyn Gibson (carolyn.gibson@noaa.gov). Applications accepted until position is filled. Start date ASAP.

GFNMS STATEMENT OF WORK
Sanctuary Advisory Council Coordinator

I INTRODUCTION

a) Background

Greater Farallones National Marine Sanctuary (GFNMS) protects an area of 3,295 square miles off the northern and central California coast. Located just a few miles from San Francisco, the waters within Greater Farallones National Marine Sanctuary are part of a nationally significant marine ecosystem. Encompassing a diversity of highly productive marine habitats, the Sanctuary supports an abundance of species.

The Greater Farallones National Marine Sanctuary Advisory Council (SAC) is comprised of 28 members representing a wide variety of agencies and user groups within the Sanctuary. The SAC serves to advise and assist the Superintendent on Sanctuary related issues and informs the Sanctuary staff of the needs of the local community. The SAC meets approximately every three months for a formal meeting, with one annual retreat and one New Member Orientation.

b) Objectives

The Sanctuary requires an Advisory Council Coordinator who will be responsible for all logistics and administrative functions of the Sanctuary Advisory Council. The individual will work closely with the chair of the SAC, working group chairs, and the Sanctuary staff. The individual will also be required to perform as a management support specialist, to assist implementation of important management, project and policy initiatives.

II STATEMENT OF WORK

1. Plan, coordinate, schedule, and attend all SAC meetings. Work will include making all logistical arrangements for the meetings including location, room set-up, breakfast and lunch coordination, transportation, equipment arrangements and materials.
2. Produce and distribute SAC related information and take minutes from the SAC meetings by means of written notes and a digital sound recording system. Notes are taken jointly with the Administrative Assistant. Materials are distributed via website and email, and so scanning, web page design and operation of the recording system are required skills.

3. Assess problems and develop recommendations for SAC related issues. Work will include responding to SAC motions, resolutions, information requests, as well as reviewing alternatives, preparing recommendations and drafting documents.
4. Develop and implement organizational strategies for the SAC. Work will include coordinating new member recruitment and the selection, implementation and coordination of work groups and subcommittees for special projects.
5. Meet on a regular basis with the Sanctuary Superintendent, Sanctuary staff, SAC chairperson and working group chairs to discuss planning needs, and to develop agendas for upcoming SAC meetings.
6. Develop and help implement a plan to identify and track GFNMS Management, project and policy initiatives for Superintendent. An effective plan will include identifying key initiatives, internal communication mechanisms, a method to develop internal positions and actions and tracking of progress on activities.
7. As delegated, produce written materials to address public questions, state the GFNMS position, respond to inquiries internal to NOAA and the National Marine Sanctuary Program, and correspond with other agencies.
8. Assist the Superintendent with day-to-day operational demands of the Sanctuary such as general public outreach, preparing for public speaking engagements, preparing written documents and public comments, helping to develop internal office and public policy statement.
9. Assist the Superintendent with the flow of internal work to create time for the Superintendent to participate in public or community events, programs and meetings.
10. Attend meetings on behalf of the Sanctuary Superintendent.
11. Assist the Superintendent with administrative issues that support the local offices and NMSP requests.
12. Perform other management support duties as assigned.

III REQUIRED KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in marine policy, conservation, resource management, environmental studies or other relevant discipline required. Master's degree a plus.
- Excellent writing and communication skills.
- Highly organized and able to multi-task various projects at varying stages of development.
- Experience in marine sanctuary policies and issues.
- Professionalism and experience in dealing with politically important government, state and community representatives.

- Ability to compile, organize and articulate ideas and recommendations to advisory groups and the public. Analytical skills necessary to assist Sanctuary management with special policies, situations and issues as they arise.
- Experience in planning, coordinating and facilitating meetings of community representatives and government officials.
- Ability to effectively produce and distribute meeting information for the advisory and decision making body. Ability to take notes at meetings and to synthesize them into official minutes.
- Ability and willingness to prioritize work, meet deadlines as assigned and to work as a team player with Sanctuary working group representatives and staff.
- Ability and flexibility to travel as needed. This includes possible overnights for SAC meetings, annual retreats, or SAC Chairs/Coordinators summits.
- Experience with Microsoft Office Suite, Adobe Acrobat Pro, Adobe Creative Suite, and Adobe Dreamweaver, and GoTo Meetings/Webinars.

IV. PERSONNEL REQUIREMENTS

The SAC Coordinator will submit a timesheet with hours worked on a bi-monthly basis. SAC meetings require 10 to 12 hour days, and increased hours are required both the week before and after meetings, for preparation and follow up.

V TRAVEL AND OTHER DIRECT COSTS

Travel will be billed on a cost reimbursable basis.

VI GOVERNMENT FURNISHED EQUIPMENT

A workstation at the Greater Farallones National Marine Sanctuary office in San Francisco, California and access to a computer, telephone, copier, and facsimile machine will be provided.

VII PERIOD OF PERFORMANCE AND SCHEDULE FOR DELIVERABLES

Period of performance is 12 months from the date of contract awarded.

VIII PAY & BENEFITS

The level of expertise needed equates to a GS-9 (see OPM.gov). This is a half-time contract with the Greater Farallones Association with eligibility for pro-rated vacation and sick time accruals.