**Plastics Campaign Fellow**

**General Summary**

The Plastics Campaign Fellow works as part of Oceana’s U.S. Plastics Campaign team to protect the oceans from plastic pollution by reducing the production and use of single-use plastic. To meet the goals of the campaign, the Fellow develops campaign materials, including fact sheets, sign-on letters and grassroots activist tools; researches the problem; drafts internal documents; and coordinates outreach efforts. The Fellow also plans and implements projects, organizes events and tracks various aspects of the plastics issue.

The Fellow facilitates collaboration and coordination across science, policy, communications, legal and grassroots prongs of Oceana’s campaign model. The Fellow reports to the Plastics Campaign Director. The position is based in Washington, D.C. Occasional travel is required.

**Principal Duties and Responsibilities**

**Essential Functions:**

* Conduct ongoing campaign research and maintain a working knowledge of the plastic reduction policies passed by local, state and national governments and commitments made by corporations.
* Draft materials for the campaign, including fact sheets, letters, presentations and internal documents, such as background research memos.
* Coordinate with national and international partners working on the plastics problem.
* Reach out to and engage new organizations and businesses to take action on the campaign.
* Provide substantial and administrative support in the planning and implementation of internal and external projects and events.
* Track time, expenses, campaign activities and progress toward goals regularly, meeting all deadlines established by the Campaign Director.
* Perform additional duties and functions as needs arise.

**Job Requirements**

**Education and work experience:**

* A Bachelor’s Degree (environmental science, political science or a related field) and 1 year of campaign or ocean conservation experience, or equivalent combination of education and work experience.

**Skills and knowledge:**

* Strong written and verbal communications skills, particularly the ability to synthesize complex information into simple, publicly digestible material.
* Possess a strong work ethic and take initiative to set priorities, express ideas for improvement, meet deadlines and proactively solve problems.
* Effective organizational skills and follow-through, and ability to juggle multiple tasks at once.
* Excellent people skills for outreach and coalition building.
* Self-starter with creative reasoning.

**Required Competencies:**

* **Action-Oriented:** Makes things happen. Takes on new opportunities and tough challenges with a sense of urgency, high energy and enthusiasm**.**
* **Nimble Learning:** Takes on the challenge of unfamiliar tasks. Can quickly adapt to new situations and to draw on past successes and failures to solve current problems.
* **Effective Communication:** Understands the value of effective communication. Can deliver messages in a clear, compelling and concise manner. Actively listens, checks for understanding and adjusts content and style to meet the needs of different stakeholders.
* **Manages Complexity:** Is able to gather data, analyze situations and uncover root causes to problems. Can distinguish between what’s relevant and what’s not and evaluate the pros and cons of potential solutions.
* **Collaborates:** Brings people together to leverage their skills, talents and knowledge to achieve a common purpose. Creates synergy resulting in a combined effort with greater results than what can be achieved by individuals.

“Oceana values a diverse workforce and welcomes people different from each other in many ways, including characteristics such as race, gender, sexual orientation, religion, ethnicity, and national origin. Oceana considers all qualified candidates and seeks to recruit from a diverse candidate pool.”