



## **Program Associate National Ocean Protection Coalition**

The National Ocean Protection Coalition (NOPC) is a coalition of more than 50 organizations representing national, regional, and local perspectives from across the United States. We work to create and enhance equitable and effective U.S. marine protected areas – special places in the ocean that help to ensure a healthy ocean for the benefit of people and serve as a refuge for the wildlife that call these underwater places home. By convening people and organizations, we strategically activate our collective power to advance conservation for a healthy ocean. NOPC is committed to reflecting and advancing diversity, equity and inclusion (DEI) throughout its work and it will advance priorities driven by an overarching strategy rooted in inclusion that begins with small, yet meaningful steps for incremental and deep-rooted change.

NOPC is a fiscally sponsored project of Resources Legacy Fund (RLF). RLF builds alliances that advance bold solutions to secure a just and resilient world for people and nature. RLF partners with philanthropy, community groups, government, science, and business to promote smart policies and ensure equitable public funding for the environment, climate change resilience, and healthy communities. Across the American West and internationally, RLF manages complex, multi-year grantmaking programs and fiscally sponsored projects that accelerate change on environmental and equity issues.

### **Program Associate**

The Program Associate is an integral part of NOPC's team and supports our staff in seamlessly integrating programmatic, communication, and relationship building aspects of our work. This is an entry level position, ideal for candidates who are passionate about ocean conservation and willing to be part of a fast paced, dynamic team. The Program Associate will primarily assist the Executive Director and staff with administrative tasks that are a critical component of advancing the coalition's work, and be assigned to special projects to advance organizational priorities in ocean conservation. The special projects are intended to support one of the coalition's key priorities and to build knowledge and experience in ocean conservation. Administrative tasks include, but are not limited to, supporting meetings, tracking projects, organizing materials, and supporting travel and event planning logistics.

We are a small organization and the Program Associate will be expected to support a wide variety of tasks and issue areas beyond their primary responsibilities. Based on experience, this position will have a strong professional development component. Our team is supporting partners in several place-based conservation campaign areas and we work in a fast-paced environment with rapidly evolving priorities. The Program Associate will support, amplify, and manage these initiatives alongside the rest of NOPC team and partners.

### **Position Summary**

- Use web tools including Calendly, Doodle Poll, Zoom, and shared Google calendars to schedule, organize, and support meetings.



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- Maintain and organize internal shared files, tracking project timelines.
- Create and maintain toolkits to assist coalition partners with amplifying key events, reports, and other items.
- Assist with the regular maintenance of an internal NOPC partner database.
- Provide logistical support for making travel arrangements, assisting with event planning.
- Supporting desktop research, partner outreach, and writing for policy projects.
- Attend regular staff meetings and team retreats.
- Provide input and feedback on work product, staff development, and office procedures.
- Pursue professional development plan developed in collaboration with supervisor.

### Qualifications

Note: These qualifications are guidelines, not hard and fast rules, so if you have many of the qualifications listed, we encourage you to apply. Experience can include paid and unpaid experience, including volunteer work that helped you to build the competencies, knowledge, and skills needed for this position. Applying gives you the opportunity to be considered.

- Preference for a college degree or equivalent experience.
- Experience is not required, but this position can be structured for candidates with experience.
- Ability to work independently and meet deadlines.
- Strong organizational skills with a proven ability to effectively organize and manage multiple responsibilities under tight deadlines.
- Must demonstrate cultural awareness and a commitment to justice, equity and inclusion.
- Flexibility in working style, marked by an ability to work closely with a wide range of personality and organization types and teams.
- Innovative and solutions-oriented – demonstrates resourcefulness, optimism, and flexibility in approach to project assignments.
- Ability to perform tasks with a high degree of accuracy and attention to detail.
- Strong team player with the ability to respond rapidly and appropriately to changing priorities, objectives, and situations.
- Ability to act professionally and maintain patience, grace, and humor under pressure.
- Strong computer skills, including high degree of proficiency with Google Suites and Zoom. Familiarity with or willingness to learn creative web tools including Canva, Squarespace, and others as needed.

The Program Associate is a full-time, non exempt position (i.e. eligible for overtime & paid hourly based on hours worked) and reports to NOPC's Executive Director. This position is preferably located in Washington, DC, but we will consider candidates working remotely who are based in other locations in the United States.

**Compensation and Benefits:** \$45,000-55,000; salary commensurate with related work experience and qualifications. We offer a comprehensive benefit package including medical, dental, vision insurance, retirement plan, and generous paid time off.



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**Procedure for Candidacy:**

Applications will be accepted on a rolling basis. Review of applications will begin on Tuesday, July 26, 2022 and will continue until the position is filled. After initial application review, we will reach out to selected candidates for a video interview, which will be followed by a video interview for finalists. We plan to make a hiring decision by the end of August.

Interested individuals should send a cover letter, resume, and three references **in a single PDF** to:  
[jobs@oceanprotectioncoalition.org](mailto:jobs@oceanprotectioncoalition.org)

RLF is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation. We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from diverse backgrounds. We believe that a diverse and inclusive culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world. Learn more about RLF's commitment to diversity, equity, and inclusion on our website.

*RLF requires that employees be vaccinated for COVID-19 prior to visiting or working in an RLF office or conducting any travel or in-person meetings on behalf of our organization. If you are hired for this position, RLF will require proof that you are up to date on COVID-19 vaccinations or have a valid religious or medical reason not to be vaccinated.*