

**Vacancy: New Position
 Program Associate, California Ocean Science Trust**

Location	Date Created/Updated	Classification
Oakland, CA		Nonexempt
Reports To	Position Type	Supervises
Science Integration Program Manager	Full Time	None

The California Ocean Science Trust (OST), www.calost.org, is seeking a full-time Program Associate to support the OST's **Science Integration Program**. Reporting directly to the Science Integration Program Manager, the position provides the opportunity to collaborate with state policy makers, resource managers, key decision makers, scientists, and other relevant organizations to advance the OST's overarching goal of promoting and institutionalizing the integration of science into policy. The position will be based in Oakland, California, in the offices of the OST. Hours are 8-5, M-F with possibility of longer days, and occasional weekend work. Vacation restricted during some peak periods. Some travel required. Starting salary will be commensurate with experience and is expected to be in the range of \$40,000 - \$55,000, plus benefits, which include medical, dental, and vision insurance and a generous retirement plan. The OST office is a non-smoking environment.

The Ocean Science Trust is a professional, collegial, integrity-based organization seeking an energetic, skilled individual who is dedicated to the mission of promoting and integrating high-quality science to California's coastal and ocean resource management. As an energetic and growing team, this individual will be critical to advancing that mission. The OST engages in a wide variety of activities based on emerging needs, but specific activities in the Science Integration program include:

- **Project Management:** The OST coordinates interdisciplinary teams of experts to produce comprehensive scientific reports that address informational needs on issues facing ocean and coastal policy-makers. This can include literature reviews that compile and synthesize existing information on a topic, or workshops to identify, discuss, and potentially fill data gaps.
- **Science Advisory Team Coordination:** OST coordinates the California Ocean Protection Council Science Advisory Team (OPC-SAT), an interdisciplinary team of expert scientists relied upon to inform resource management. Coordination includes frequent communication, meetings, accepting/collecting recommendations, project management and other engagement to further the mission.
- **Peer Review Coordination:** Coordinate teams of scientists to peer review proposals, reports and other science products.
- **Document Review:** Provide in-house comments and advice on reports and other products.
- **Publication:** Contribute to the publication of academic papers on the work of OST in marine policy and management journals.

Position functions:

1. Under general direction of the Program Manager, support the mission of the OPC-SAT, including coordinating and planning semi-annual meetings, preparing reports, tracking the



OPC-SAT's progress, maintaining frequent communications with team members and executives, and other duties as mission expands.

2. Coordinate and synthesize peer review of proposals and scientific research projects and reports for the Ocean Protection Council (OPC) and other organizations as required, respond to information requests, and ensure high-quality products for constituents.
3. Assist the Program Manager in implementing a process to identify key management issues and needs of state decision makers, as well as associated opportunities for science to address these issues, through a collaborative process with OPC staff, OPC steering committee, OPC-SAT, and other state agency representatives.
4. Develop proposals, progress reports, and other project needs to support the Science Integration Program.
5. As a central position within the OST, this position will regularly be in close contact with colleagues, managers and executives, scientists, consultants and contractors as well as the public, and must maintain excellent professional demeanor and collaborative working relationships with all partners.
6. Assist the Executive Director and other OST staff in planning and preparation for public OPC meetings, OST Board of Trustee meetings, as well as various workshops, conferences and other science-based functions. Write, review and edit reports, website content, and marketing materials.
7. Other duties as necessary to support the overall mission of the OST.

Qualifications

Minimum Qualifications

- Interdisciplinary training in marine science, ocean and coastal resource management, communications, and/or policy.
- Well-developed analytic and synthetic abilities. Ability to prioritize tasks to achieve established program goals.
- Thorough knowledge and understanding of the scientific peer-review process. Experience writing and/or publishing or otherwise contributing to peer-reviewed research papers.
- Highly organized, detail-oriented and outcome-driven. Energetic and responsive.
- Ability to change course quickly, as necessary, and work on a variety of projects of different scale and scope.
- Ability to analyze and synthesize complex and disparate information, and distill critical information from diverse and detailed sources.
- Ability to self-motivate and track multiple projects at once, and to meet deadlines.
- Ability to work well with others as well as work productively and independently.

- Strong interpersonal skills, and ability to work with a variety of people from diverse fields, including NGO partners, agencies, elected officials, and academics. Demonstrated writing ability (writing sample required in application packet).
- Experience with desktop software including WORD, POWERPOINT, EXCEL, and experience conducting desktop research such as literature searches.
- Experience preparing POWERPOINT and other types of presentations for diverse audiences.

Preferred Qualifications

- Master's degree in marine natural science or policy strongly preferred.
- Excellent communication skills. Ability to translate scientific and technical concepts and ideas across disciplines and among technical experts and more general audiences both orally and in writing.
- Solid understanding of natural resource policy issues and the role of natural and social science in achieving policy outcomes, preferably with respect to California marine resources.
- Experience and ability to synthesize and translate scientific information and serve as a bridge between scientists and policy makers.
- Ability to work with sensitive and confidential information and exercise discretion.
- There is the potential for project management upon demonstrated growth in the position and organization, which requires the ability to orchestrate multiple components of a complex project and keep staff, consultants, and working groups productive and on task to deliver results on time and on budget.

Application information

Interested applicants should send a cover letter explaining their interest in the position and describing their skills and experience relative to the position qualifications, current resume, and a writing sample to Kellie Geldreich, Office Manager, at kellie.geldreich@calost.org. Review of applications is planned to begin on Wednesday, August 4, 2010, however applications will be accepted until the position is filled. Additional information on the California Ocean Science Trust can be found at www.calost.org

Background: Ocean Science Trust

The California Ocean Science Trust (OST) is a nonprofit 501(c)(3) public benefit corporation established pursuant to the California Ocean Resources Stewardship Act of 2000 to encourage coordinated, multi-agency, multi-institution approaches to translating ocean science to management and policy applications.

The mission of the OST is to ensure that the best available science is applied to California policies and ocean management to successfully maintain a healthy, resilient, and productive ocean and coast for the benefit of current and future generations.

To achieve our mission, and align with the purposes laid out in the enabling legislation, the OST has two overarching organizational goals:

- **Goal 1: Facilitate collaboration**, to facilitate two-way connections between the world of science and that of policy and management by establishing and supporting multi-partner information systems and exchanges that yield tangible improvements in coastal and ocean management —The OST will serve as a bridge among science, management, and policy organizations.
- **Goal 2: Institutionalize integration**, to institutionalize the integration of best science, where necessary, into California coastal ocean policy and decision making by building new organizations, programs, and processes and catalyzing applied research— reflecting the great need to develop, disseminate, and apply science that is designed to inform and improve policy and management.

Program 1: Science Integration

The OST provides science integration to California state agencies and coordinating bodies such as the Ocean Protection Council (OPC). The OST will serve the state by coordinating expert advice, and acting as liaison and bridging institution. The OST will improve coordination among scientists, policymakers and resource managers, focusing specifically on issues that are a priority for the latter.

Since February 2007, the OST has provided *Science Integration* to the OPC, who formally designated the Executive Director of the OST as the Science Adviser to the OPC and co-chair of the OPC Science Advisory Team (OPC-SAT). The Science Advisor not only provides technical guidance to the OPC, but also serves as the OPC representative to relevant science projects and activities throughout the state, the West Coast, and nationally.

Program 2: Piloting, Developing, and Incubating New Ventures

This program focuses on developing and institutionalizing new and innovative approaches for better linking science with policy and management. As its first such project, the OST is incubating the **Marine Protected Areas Monitoring Enterprise**, which is a new entity focused on developing and delivering monitoring data essential for ensuring the long-term adaptive management of the new statewide system of marine protected areas (MPAs) designated through the Marine Life Protection Act (MLPA).

Working Conditions/Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is generally performed in an office environment that requires general mobility and the ability to use/operate office equipment, computers, etc.
- Travel to office and field sites may be required on an infrequent basis. Ability to use public and private transportation to participate in meetings outside the office and to conduct field work associated with projects is required.