



## National External Affairs Coordinator

**Location:** Silver Spring, MD

**Supervisor:** Vice President

### Position Overview:

The National External Affairs Coordinator implements and communicates the Office of National Marine Sanctuaries' Strategic Plan and supports related Outreach, Science, and Policy Team efforts. Working in the Director's office, the coordinator acts as the point person for all matters related constituent affairs (Environmental NGO and Heritage Preservation) and acts as a liaison for system-wide federal legislative affairs. As point person for all constituent and legislative matters, the coordinator serves as ONMS' lead on information gathering and exchange, as related to constituent groups and congressional members. The coordinator also works closely with the National Marine Sanctuary Foundation's Policy and Conservation Director to support open communication and strategic planning. This full time position is offered for an original 18 month term with the possibility of extension.

### Responsibilities:

- Build and maintain relationships with key external partners and national level constituent groups through timely and effective written and oral communication and information exchange
- Ensure the National Marine Sanctuary Foundation's efforts to support national marine sanctuaries and co-managed marine national monuments and the Office of National Marine Sanctuaries are relevant, recognized and publicized in local, regional, and national arenas.
- Develops and distributes key messages and information through diverse mechanisms (communication plans, constituent newsletters, webstories, congressional/ constituent notifications, briefings and events, etc).
- Coordinate the release of public facing policies, outreach, and science products
- Coordinate and respond to internal (ONMS/NOS/NOAA/DOC leadership) and external (Congressional and constituent) information requests
- Initiate and coordinate constituent and congressional outreach efforts and engagement opportunities across geographically dispersed offices throughout the National Marine Sanctuary System
- Coordinate national legislative matters and congressional engagement. Initiate and coordinate messaging and opportunities for congressional member/committee and/or staff interaction with ONMS leadership
- Organize congressional briefings and additional congressional member and committee staff visits to sanctuary sites including on-water field excursions, site tours, and partner facility visits.



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- Expand the national constituent network and strengthen support base to increase program visibility, with specific attention to environmental NGOs, historic preservation organizations, and organizations focused on diversity, equity, and inclusion.
- Meets with stakeholder constituent organizations and researches and interacts with new constituent organizations to grow relationships and diversify the support base for ONMS and keep constituents apprised of ONMS decisions and announcements. Organize annual constituent roundtables.
- Synthesize, interpret and/or communicate scientific information, recreational opportunities, community/volunteer opportunities, education, and policy as it pertains to the program's public image and scientific credibility
- Coordinate & develop annual accomplishment reports for each national marine sanctuary.

**Qualifications:**

- Master's degree in conservation science, policy or communications preferred
- 3 -5 years of experience preferred
- Experience in communications and policy
- Excellent communication skills, verbal and written
- Excellent attention to detail and developed social skills
- Ability to perform under tight deadlines

**Why you will love us:**

- Dedicated and passionate staff committed to marine and Great Lakes conservation, and a fun group who takes its work more seriously than we take ourselves.
- Generous leave policy.
- Health Benefits: medical, dental, and vision
- Foundation paid disability and life Insurance
- Retirement: 403(B) with 3% employer contribution after one year of service. No match required, 100% vested.

**Salary Range:** Commensurate with experience. The Foundation offers a competitive benefits package.

**Start Date:** Late April - May 2021

**To Apply:** [Apply Here](#). Applications received prior to March 31, 2021 will be preferred.

The Foundation is an equal opportunity employer and actively works to insure fair and equal treatment of its employees.