



Job Announcement- Program Manager, MPA Collaborative Network

Description:

The Marine Protected Area (MPA) Collaborative Network is looking for a creative, organized, self-directed, versatile individual with an ability to work independently to provide administrative and programmatic support to the Director. In addition, the Program Manager will provide support to Collaborative Network members through project coordination with a focus on MPA youth education and public outreach programs and products.

Who We Are:

The MPA Collaborative Network was created in 2012 to give stakeholders and local agencies an active voice in the ongoing stewardship and management of California's network of 124 marine protected areas. Developed in close partnership with the Department of Fish and Wildlife, Ocean Protection Council, and local stakeholders, California's MPA collaboratives bring together community members from all walks of life: marine scientists and reserve managers join fishermen, tribal representatives, conservation organization members, and local, state, and federal agency staff. The goal of each collaborative is to work together on identifying and addressing local issues facing marine protected areas. The MPA Collaborative Network is made up of 14 coastal chapters, or "collaboratives", that cover all 15 coastal counties and consists of over 600 individual members representing 385 organizations and agencies.

The MPA Collaborative Network is supported by a small core staff. CN staff support this diverse network through facilitating communication between collaboratives and with state agencies, launching and supporting the development of collaborative projects, sharing, public relations, conflict resolution, and more.

Duration and Salary:

Position is for one year with the potential for renewal dependent on funding, not to exceed \$50,000. Position is at the contractor level and does not include benefits. Full-time versus part-time status is negotiable based on experience and capacity.

Tentative start date: February/March 2019.

Responsibilities:

- Administrative support to the Director, including project tracking and correspondence
- Assist collaborative co-chairs with meeting scheduling and project management
- Develop or contribute to regional and topical forums designed to share marine education and outreach templates, curricula, programs and materials
- Reach out to diverse and under-represented stakeholders to solicit input on materials that appeal to diverse audiences, including fishermen, inland communities, and other ocean user groups



- Focus on increasing diversity of collaborative membership, including developing outreach materials that incorporate cultural elements such as tribal history and currently practiced traditions/uses
- Compile and organize collaborative work products and develop tools for resource and information sharing between collaboratives
- Attend select collaborative meetings and speak on behalf of the Collaborative Network as needed
- Support maintenance of Collaborative Network website and help produce and distribute quarterly e-newsletter
- Other tasks as determined by the Director

Qualifications and Skills:

- Experience in teaching youth and public environmental education/interpretation
- Experience in or knowledge of science curriculum development and innovative models of sharing STEM curriculum
- Experience and interest in communicating with diverse stakeholders from a variety of disciplines/backgrounds, including public agencies, non-profits, tribes, coastal businesses, etc.
- Experience assisting a manager in any capacity
- Experience in community organizing, particularly grassroots oriented approaches
- Excellent organizational, project tracking, writing, and strong public speaking skills
- Ability to work independently and cooperatively with colleagues
- Proficiency with social media and web-based platforms, with some graphic design and basic audio/visual editing skills preferred
- Occasional evening and weekend work might be required

Education:

Minimum Bachelor's Degree. Masters in Environmental Science, Management, Education, or Policy preferred

Application Process:

If interested in applying, please email a cover letter and resume with references by COB January 31st, 2019 to:

Calla Allison
Director, MPA Collaborative Network
calla@mpacollaborative.org
www.mpacollaborative.org

