

Vacancy: New Position
Program Manager, California Ocean Science Trust

Location	Date Created/Updated	Classification
Oakland, CA	9-14-09	Exempt
Reports To	Position Type	Supervises
Executive Director	Full Time	May supervise other program staff

The California Ocean Science Trust (OST) is seeking a Program Manager to play a leadership role in developing and refining OST's **Science Integration Program**. The position provides the opportunity to collaborate with state policy makers, resource managers, key decision makers, scientists, and other relevant organizations to achieve OST's two primary goals (further described below) of facilitating collaboration between science and policy and institutionalizing integration of science into policy. The position will be based in Oakland, California, in the offices of the OST. It is a two-year, fixed term position with the possibility of extension, and will commence as soon as possible, preferably by or on December, 2009. Starting salary will be commensurate with experience and is expected to be in the range of \$65,000 - \$78,000, exclusive of benefits (including medical, dental, vision, and retirement). The Program Manager will report to the OST Executive Director.

Background

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 and 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).

General Functions

The Program Manager will play a leadership role in coordinating coastal and ocean science integration. The goals will be for the Program Manager to: 1) improve coordination among scientists, policymakers, and resource managers, focusing specifically on issues that are a priority for the latter; 2) establish mechanisms to connect science and scientists with the OPC and other state agencies; and 3) establish mechanisms and partnerships to improve communication, collaboration, and quality interactions between scientists and the OPC and other state agencies.

Duties

1. Oversee all aspects of the Science Integration Program.
2. Provide OPC members and staff with advice and connect science to policy and management through a variety of avenues, including: reviewing proposals, participating in expert steering committees, co-sponsoring workshops and science forums to address questions or critical management problems identified by OPC, administering and conducting peer reviews of scientific research and reports, and responding to information requests.
3. Implement a process to identify key management problems 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 Science Advisory Team, and other state agency representatives.
4. Based on the collaborative prioritization process, select, with the OPC, a priority issue to then coordinate and manage a synthetic study, technical review, and/or workshop with science experts to inform OPC decision making.
5. Participate in the Resources Agency Sea Grant Advisory Panel proposal review and Sea Grant proposal review.

6. Coordinate OPC Science Advisory Team (SAT) annual meeting. This meeting will focus on developing research priorities that link science to management and exchanging information on emerging issues.
7. Convene expert working groups to advance science integration.
8. Help to identify and meet the information needs of key audiences for science integration.
9. Develop budgets, proposals, and other project needs to help obtain funding to support the program of work, and report on progress and achievements of Science Integration Program.
10. Maintain excellent staff-level, collaborative working relationships with colleagues in the Ocean Protection Council and other key partner organizations.
11. As appropriate, develop Requests for Proposals, award and oversee contracts, and collaborate with diverse partners to conduct work, develop science syntheses, and perform various other relevant analyses.

Qualifications

Skills and Attributes

- Excellent team leadership. Demonstrated ability to initiate, lead, and produce products in a timely fashion through collaborative processes and technical working groups and to work effectively with diverse partners from public and private institutions.
- Well-developed strategic, analytic, and synthetic abilities. Able to set clear objectives, set and follow priorities, analyze and synthesize complex and disparate data, and distill critical information from diverse and detailed sources.
- Outcome-driven with excellent project management skills. Demonstrated 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.
- Strong communication skills. Able to translate scientific and technical concepts and ideas in a compelling fashion across disciplines and between technical experts and more general audiences.
- Innovative and strategic. Able to build on existing tools and methods to develop and evaluate new ideas and approaches as needed to attain goals and objectives.
- Strong, personal commitment to achieving the mission and goals of the OST.

Knowledge and Experience

- Interdisciplinary training in marine science, ocean and coastal resource management, communications, and/or policy. PhD with 3-5 years relevant experience strongly preferred. Minimum of a master's degree in a relevant field and 5-8 years relevant experience.
- Solid understanding of natural resource policy issues and the role of natural and social science in achieving policy outcomes, preferably in the California marine environment.
- Experience with integrating data into decision making for complex environmental issues and an understanding of the challenges of doing so.

- Familiarity with social science concepts and the application of social science to achieve ecosystem management and/or resource conservation objectives.
- Advanced written and oral communication skills.
- Experience and ability to synthesize and translate data and information and serve as a bridge between scientists and policy makers.
- Experience managing multi-year programs, contractors, and working groups.

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.

Job Description Revision

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

Location

The position will be based in the offices of the California Ocean Science Trust, in Oakland, California. Some travel within California and possibly elsewhere in the U.S. will be required.

Start date

The position will remain open until a suitable applicant is found. The preferred start date is on or before December, 2009.

Compensation

The position is a 2-year, fixed-term appointment with the possibility of extension based on renewed funding. The starting salary will be commensurate with the experience of the selected individual and is expected to be in the range of \$65,000 to \$78,000, exclusive of benefits. Benefits include medical, dental, and vision insurance and a generous retirement plan.

Application information

Interested applicants should send a current curriculum vitae and application letter explaining their interest in the position and describing their skills and experience relative to the position qualifications to: amber.mace@calost.org. Review of applications is planned to begin on October 15, 2009, 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