

Oregon Ocean Science Trust (OOST)

DRAFT Program Administrator Position Description

OOST seeks a part-time Program Administrator. The PA reports to the Executive Director (or OOST) and carries out tasks and duties as assigned by OOST.

Qualifications:

BS in marine science or related field;

Fundraising experience, including grant writing and administration;

Experience writing request for proposals (RFPs) and administering RFPs.

Strong verbal and written communication skills;

Experience working collaboratively with individuals and organizations with diverse goals;

Experience working with boards or commissions, tribes, agency staff and legislative members;

Duties:

Provide administrative staff support to OOST. This includes preparation for OOST meetings and maintenance of the Web site and listserv;

Research grant opportunities, complete grant applications and administer all grant requirements for successful grants;

Solicit financial support for OOST from individuals and businesses;

Develop RFPs for priority monitoring research and monitoring projects and administer the review process;

Communicate with and seek input from stakeholders, legislators, agency staff, tribes and others on OOST work.

Compensation:

Dependent on qualifications and experience