Oregon Ocean Science Trust (OOST)

DRAFT # 2 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.

Minimum Qualifications:

Working knowledge of marine science or related field;
Experience writing request for proposals (RFPs) and administering RFPs.
Experience working collaboratively with individuals and organizations with diverse goals;
Experience working with boards or commissions, tribes, agency staff and legislative members.

Desired Skills

Strong verbal and written communication skills;
Fundraising experience, including grant writing and administration.

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

Salary Range $25,000 - $40,000
Contractor Range $35,000 - $50,000