

Freestone Environmental Services, Inc. (www.gofreestone.com) a multi-disciplinary consulting firm, is seeking to hire a Program Coordinator to provide support to the National Oceanic and Atmospheric Administration's (NOAA) National Ocean Service (NOS). NOS works to create healthy coasts and healthy economies by translating science, tools and services into action, to address threats to coastal areas such as climate change, population growth, port congestion, and contaminants in the environment.

NOS (oceanservice.noaa.gov) is a Line Office within NOAA and is headquartered in Silver Spring, MD. This position will split time between NOAA's offices in Silver Spring, MD and at the Department of Commerce in Washington, DC. The Program Coordinator will be responsible for working with NOS Headquarter staff and NOAA staff at the Department of Commerce. The incumbent in this position will be required to clearly understand the goals of NOS and bring key information to the attention of the Office of the Under Secretary.

Core Responsibilities:

- Provide senior staff support to NOAA Leadership.
- Develop presentations and speeches for NOAA Leadership.
- Provide expert staffing support at all events; including comprehensive background material; understanding local issues, working with Legislative Affairs; working with Public Affairs, Line Office Headquarters and others to ensure the leadership is fully prepared.
- Speak on behalf of Line and Program Offices at NOAA Headquarters Office and bring issues of concern to the attention of the Office of the Under Secretary and Under Secretary.
- Provide NOAA specific information at interagency meetings and coordinate action within NOAA and the Department of Commerce as required.
- Review proposals and controlled correspondence for information and/or action and make recommendations as required.
- Work with NOAA Line and Program Offices to ensure adequate coordination and attempt to resolve differences dealing with programmatic, scientific and management issues within the agency.
- Advise NOAA Leadership on broad initiatives and high priority issues requiring immediate attention. Provide briefings, as requested, on a broad range of issues which may affect program operations or have impact nationwide.
- Provide comprehensive analyses relating to proposed initiatives; conduct background research and short-term feasibility studies; and develop general plans to define objectives and coordinate work to be undertaken.
- Develop recommendations or conclusions for NOAA Leadership based on careful study/analysis of the material presented, requiring full understanding and consideration of NOAA policies, project management commitments and other relevant factors.

Qualifications:**Required Qualifications:**

- Bachelor's degree or higher in an ocean science/policy field.
- Two years of progressive working experience providing program analyst and senior organization staff support in a related field.
- Ability to clearly write, edit, communicate, and analyze information.
- Strong verbal and writing skills.
- Ability to prioritize multiple concurrent tasks often on short deadlines.

- Strong computer skills.
- Self-motivated, energetic, strategic thinker.

Desired Qualifications:

- Prior NOS or NOAA experience is highly preferred or previous experience in the federal government.
- Experience writing speeches or white papers.
- Prior experience creating material for a legislative audience.

To Apply:

Please send your resume, cover letter explaining how your qualifications meet the requirements, Freestone job application (www.gofreestone.com/careers/), contact information for three (3) references, and salary requirements to: fesadmin@gofreestone.com with the following subject heading: **NOAA Program Coordinator.** The position is open until filled.

Freestone is an Equal Opportunity Employer and Veteran Friendly.