

Freestone Environmental Services, Inc., (www.gofreestone.com) a multi-disciplinary consulting firm, seeks a talented individual to serve as a Meeting Planning and Facilitation Specialist through April 2018 to coordinate and assist the Marine Debris Division (MDD) with workshop, meeting, and conference planning as well as facilitation. This individual will work with the National Oceanic and Atmospheric Administration's (NOAA) Office of Response and Restoration's (ORR - <http://response.restoration.noaa.gov/>) Marine Debris Division (MDD - <http://marinedebris.noaa.gov/>). The position will be located at the ORR headquarters in Silver Spring, Maryland.

The candidate will serve as a project manager, planning specialist, and facilitator for the MDD's workshops and meetings, including a large international conference on marine debris planned for 2017. This position will work with the division and other marine debris partners to plan and organize all aspects of these workshops and conference. Domestic travel will be required.

Job Duties:

- Project planning and oversight for all aspects of a large scale conference including identifying session topics, speakers, participants, sponsors, workshops, and designing presentation and poster session formats according to Department of Commerce federal guidelines.
- Coordinate and execute all planning meetings working with NOAA Marine Debris Program leadership, staff, and Steering Committee for input to identify priorities and format for all aspects of the conference. This would include scheduling meetings, developing and executing agendas, and distribution of summary documents and other materials.
- Develop formal agreements with external partners.
- Maintain files and records regarding all aspects of planning.
- Build partnerships and work collaboratively at the local, state, national, and international levels.
- Oversee logistics planning with venues and others including comparing locations and assisting with selecting venue and workshop dates.
- Develop and disseminate meeting materials such as brochures, fact sheets, reports, project summaries and working with the media. Ensure all information is on the related website.
- Build and maintain relationships and effective communications within NOAA and with other government agencies, private groups and not-for-profit organizations to leverage information and identify opportunities for collaboration.
- Provide clear and concise responses to information requested from NOAA, the Administration, Congress and external partners.
- Assist with drafting presentations and speeches for the Marine Debris Division leadership and preparing briefing packets and press releases as needed in conjunction with the MDP communications team.
- Assist marine debris staff with planning meetings and workshops. Facilitate these meetings as needed. This would include: working with staff and partners to develop meeting agendas, shared objectives, facilitating meetings with multi-stakeholder groups, synthesizing information into summary products, assisting with writing reports, preparing presentations, and briefing leadership.
- Provide assistance with follow-up needs and compiling/disseminating documentation after the conference.

Qualifications:

- Master's degree or Bachelor's degree with several years' experience in a project planning and facilitation.
- Outstanding organizational and project management skills.
- Excellent written and oral communications skills.
- Self-starter with ability to work independently and collaboratively with a wide range of individuals and within teams.
- Ability to work on multiple projects, be responsive to deadlines, and shift priorities as needed.
- Able to occasionally work variable hours to coordinate with international partners.

To Apply: Please submit your resume, a completed application (found at: <http://www.gofreestone.com/careers/>), a writing sample, salary requirements, three (3) references, and a cover letter explaining how your qualifications meet the requirements of the position to: jobs@gofreestone.com with the following subject line: **Meeting Planner**.