

Freestone Environmental Services, Inc., (www.gofreestone.com) a multi-disciplinary consulting firm, seeks a talented individual to serve as a Program and Policy Analyst to support the National Oceanic and Atmospheric Administration's (NOAA) Office of Response and Restoration (OR&R -- www.response.restoration.noaa.gov). This position will be located in Silver Spring, MD. OR&R is a program office that responds to pollution threats in order to protect and restore coastal resources. To do this OR&R provides scientific response to releases of oil, chemicals, and contaminants; works to reduce, remove and better understand the impacts of marine debris; and protects and restores the nation's trust natural resources.

Duties:

- Serve as analyst and coordinator for specific program, policy and communication actions working with Subject Matter Experts and office management. Maintain regular communication with and provide timely responses to the NOS Policy and Constituent Affairs Division.
- Coordinate and implement an innovative and proactive strategy that builds awareness of OR&R core capabilities with members of Congress and external partners. Craft and maintain legislative briefing materials and responses to Congressional queries. Track legislation and monitor progress of bills relevant to OR&R and federal partners. Provide timely reports to OR&R senior leadership on status of relevant legislation.
- Track and review inquiries from NOAA leadership and Congress and coordinate and author responses from the OR&R perspective.
- Support OR&R in various communication capacities, including interacting with senior leadership and providing timely feedback and advice.
- Represent OR&R in NOS level planning team and engage in line office planning, risk mitigation and budget activities.
- Serve as OR&R's lead for congressional and partner engagement. Refine and track Office engagement plan. Build engagement opportunities into existing office activities and lead development and execution of new opportunities with stakeholders that are in-line with OR&R priorities to generate mutual program interest and support.
- Support development of annual OR&R Outreach Strategic Plan as a member of the OR&R Outreach Team.
- Develop and maintain strategic communications tools to enhance information sharing across OR&R.
- Support OR&R Chief of Staff in program planning and evaluation process, including routine evaluation of OR&R contributions to NOAA Annual Operating Plan milestones, performance measures and accomplishments.
- Assist Subject Matter Experts to develop policy, outreach and guidance documents.
- Develop and facilitate OR&R's internships program.
- Implement and/or manage short and long-term special projects as needs arise.

Qualifications:

- Bachelor's degree in public policy, environmental science or related field with a minimum of three years' experience in a writing/editing and/or communications capacity; a Master's degree is preferred.
- Experience working with a federal agency or Congress.
- Self-motivated, creative and energetic with an ability to work well individually and cooperatively with a range of individuals.
- Excellent written and oral communications skills
- Excellent organization skills and attention to detail.
- Ability to work on several projects simultaneously and to shift priorities as needed.
- Proven ability to work both as a member of a team and independently.
- Prior experience working for an organization in a marine science related field is preferred, but not required.

To Apply: Please submit your resume, a completed Freestone application, 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: **Analyst**.