

Lead Pollution Program Analyst

The Office of Environmental Quality (OES/ENV) has an opening for a full-time Lead Pollution Program Analyst. This position provides support services as outlined below to efficiently and effectively support the Office of Environmental Quality in the Bureau of Oceans and International Environmental and Scientific Affairs. The contractor will provide procurement and program support for OES assistance programs, provide support for overall program coordination, provide strategic advice on the development of ENV foreign assistance programs, and participate in trainings and briefings to disseminate information about foreign assistance programs.

Duties and Responsibilities

That contractor will assist with the generation of new or amended assistance awards (grants, cooperative agreements, and interagency agreements) to support plastic pollution-related environmental cooperation programs, including:

- Assist OES with the drafting of Operational Plans, Congressional Notifications and Performance and Planning Reports, related to foreign assistance that ENV is programing;
- Provide program coordination and advice regarding strategic planning, funding allocation, and program implementation;
- Based on consultations with program partners, USG agencies, and country representatives, provide advice to the Department of State on the allocation of funds in line with U.S. foreign policy priorities;
- Draft documents notifying Non-Governmental Organizations and others of opportunities to apply for grant/cooperative agreements to implement ENV programs;
- Organize application review panels to recommend recipients of grant/cooperative agreement awards; and
- Prepare materials necessary to award grants/cooperative agreements, including minutes from review panels and action memos.

Assist in the administration of Grants and Cooperative Agreements, including:

- Support Grants Officer Representative in carrying out the functions of analyzing outputs, reviewing programmatic progress, completing budget reviews, troubleshooting, and reporting on grant progress;

- Prepare briefings for OES principals and Congressional staff on the ENV's environmental assistance programming;
- Develop internal and public fact sheets and brochures about ENV's environmental assistance programming;
- Coordinate and consult with funding recipients on all programmatic and technical matters that may arise;
- Facilitate coordination between program implementers and Embassy officers, USG agencies, host country interlocutors, and other program partners;
- Track grantees' compliance with reporting obligations;
- Evaluate progress through email and telephone contact with grantees, as well as site visits;
- Help compile comprehensive progress reports and summaries of reports, including the status of indicators and success stories;
- Help compile comprehensive financial status (pipeline) reports for all mechanisms; and
- Assist the Grants Officer and Grants Officer Representative with project close-outs.

Assist with overall grant coordination within the office, including:

- Provide advice to the Department of State to inform U.S. engagement on activities related ENV programs;
- Help to organize and provide support for U.S. interagency consultations and coordination when relevant on issues related to ENV programs;
- Maintain electronic filing systems for all grant awards;
- Work with the Grants Officer Representative to maintain the internal hub sites with resources for relevant programs;
- Respond to specific requests for information on foreign assistance programs from the U.S. Department of State, the U.S. Trade Representative, and the U.S. Agency for International Development;
- Help compile project results, develop strategic plans for program outreach, and implement outreach events for the public, international organizations, and Congressional staff;

Requirements

- Must be a U.S. citizen
- Must be able to obtain and maintain a Secret clearance
- A bachelor's degree is required with a scientific graduate degree preferred
- Experience in program administration, operating procedures, oversight and monitoring
- Knowledge of laws, rules, policies, and regulations regarding administration of grants
- Excellent written and oral communication skills in English to prepare and present analysis, to provide recommendations and technical advice on proposals, and participate in meetings and discussions
- Excellent organizational skills and multi-tasking abilities
- Ability to work independently, with minimal supervision, and multi-task in a high volume, fast-paced work environment
- Good facility with standard software, including the complete Microsoft Office Suite (Word, Excel, Access, PowerPoint, SharePoint), and an ability to learn and work with other software, as well as database applications
- Knowledge of research and analytical methods to validate, evaluate, and interpret information obtained from a variety of sources
- The ability to plan, organize, and prioritize multiple assignments with tight deadlines that often require coordination with other organizations
- The ability to communicate effectively, both orally and in writing, to provide information and assistance, prepare correspondence and reports, explain policies and procedures, participate in meetings, and solve problems
- Experience with environment and/or development policy

Travel requirement

The position is located in Washington, DC and will require international travel to conduct site visits in countries where ENV projects are being implemented.

Teleworking

The position will require teleworking when the contractor is on domestic and international travel and whenever is necessary due to health risks, inclement weather, or other unforeseen circumstances. Regular teleworking can also be arranged in consultation with the supervisor.

Notes

Looking for a candidate to join a dynamic, dedicated and collaborative team of problem-solvers. Great office, team and supportive contracting company.

Contact

Please contact Andrew Clark (clarkad@state.gov) to apply (need to submit a Cover Letter, CV/Resume, and writing samples).