

Senior Associate

Pacific States/British Columbia Oil Spill Task Force Project Manager

Veda Environmental

www.vedaenv.com

Veda Environmental is a science communications and stakeholder engagement firm specializing in advancing sustainability and environmental initiatives. We are dedicated to transforming the way environmental science and policy is communicated to decision makers and the public to manage, protect, and restore ecosystems.

Veda is currently seeking a **Part-Time Senior Associate (.75 FTE)**. The main role of the Senior Associate is to lead Veda's Executive Coordinator Team of the Pacific States/British Columbia Oil Spill Task Force <https://oilspilltaskforce.org/>.

Primary job responsibilities include (but aren't limited to):

- Organize and Facilitate Task Force's work:
 - Organize and facilitate regular Task Force meetings (including monthly Coordinating Committee meetings, quarterly Executive Committee meetings, and work group meetings)
 - Lead strategic planning processes every six years
 - Draft biennial work plans and budgets
- Manage products and deliverables:
 - Track annual work plan tasks and actions regularly
 - Share drafts of products with internal Task Force committees for input and review
 - Support work groups, as needed
- Manage budget:
 - Coordinate and lead the biennial budget process (in conjunction with work plan development)
 - Identify gaps in resources and funding
 - Manage subcontractors and their budgets
- Manage Veda's Exec Coordinator Team:
 - Oversee and coordinate the four-person Executive Coordinator Veda team
- Communicate internally to Task Force Executives and Coordinating Committee members:
 - Provide monthly activity reports with updates on work plan task status
 - Provide updates on new and emerging issues, policy, programmatic changes, and other pertinent information
- Coordinate and execute external (to the Task Force) communications:
 - Engage with stakeholders, partners and the public
 - Maintain a high quality, well-organized and relevant Task Force website
 - Coordinate and facilitate annual meetings
 - Collaborate with Clean Pacific organizers on Task Force role
 - Lead the writing and production of Annual Reports

- Participate in regular external stakeholder meetings to report back Task Force members
 - Share the history and story of the Task Force – keep up on the successes/achievements
 - Share news clippings weekly
 - Understand the positions on issues in each state/province and be able to communicate about them
- Travel:
- Travel to Task Force jurisdictions to attend workshops, stakeholder meetings, events, and conferences as time/budget allow

Note: This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Required skill set:

- Strong personal interest and commitment to the Oil Spill Task Force’s mission and vision required.
- Able to support a high performing team in a fast-paced environment by taking initiative, prioritizing needs, and meeting tight deadlines.
- Team player, able to work independently as well as collaboratively.
- Candidate must be friendly, personable and able to build harmonious and effective working relationships with Task Force Executive Members, Coordinating Committee Members, other organizations and entities, vendors and the general public.
- Able to exercise diplomacy, tact and good judgment in recognizing scope of authority and in protecting confidential information. Emotional maturity required.
- Excellent facilitation and organizational skills; flexible and able to multi-task, with demonstrated resourcefulness in setting priorities.
- Excellent verbal and written communication skills; ability to effectively present and execute on innovative ideas. Ability to write reports and business correspondence. Outstanding grammar and proofreading skills.
- Experience coordinating events.
- Advanced knowledge of Microsoft Office Suite, Adobe Products and remote meeting and communication platforms; familiarity with WordPress and project management tools.

Minimum qualifications – Education and experience:

- Bachelor’s degree in a related field required
- Minimum 3 years of experience in the oil spill prevention, preparedness and response arena or related field

Preferred qualifications – Education and Experience:

- Master’s Degree

Salary and Benefits (based on .75 FTE):

- Salary range: \$61,000 - \$65,000 depending on experience.
- Stipend of \$375 per month, to be applied to health/dental/retirement (your choice).
- 11.25 days of vacation per year
- 6 paid holidays per year

- Paid sick leave: one hour of paid sick leave for every 40 hours worked (WA State law)
- Can work remotely from any of the Task Force member jurisdictions (WA, OR, HI, CA, AK and B.C.)

Application instructions:

Please submit a single PDF that contains the following materials in the order listed below:

1. A cover letter (2-page max) addressing how your background specifically intersects with the position.
2. A 2-page current resume or CV.
3. Minimum of 3 references (name, position, entity, email address, phone number, in what capacity you worked for them).
4. A 2-page max. description of your approach to successfully fulfilling the requirements of this position.
5. Up to three writing samples or work products from the past 3-5 years. Max pages for all writing samples: 10.

The above required application materials must be completed and submitted to hello@vedaenv.com by **5:00 pm PT on Wednesday, September 22, 2021**. Please include "Veda Senior Associate" in the title of the email. Position open until filled.

Position start date: Late-November 2021 to Early January 2022.

Questions can be submitted via email to hello@vedaenv.com.

Veda Environmental is an equal opportunity employer. In accordance with anti-discrimination law, Veda Environmental prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Veda Environmental conforms to the spirit as well as to the letter of all applicable laws and regulations.