



## **Position Description GOMA Program Coordinator**

The Gulf of Mexico Alliance (GOMA), as a non-profit organization, is a partnership of the five Gulf States and supported by a broader network of federal agencies, academic organizations, businesses, and other non-profits in the region. The mission of the Gulf of Mexico Alliance is to significantly increase regional collaboration to enhance the environmental and economic health of the Gulf of Mexico.

(<http://www.gulfofmexicoalliance.org/>)

### *General job description:*

The Program Coordinator supports the regional program duties of GOMA, specifically the needs of the Data & Monitoring Priority Issue Team (D&M Team), the Gulf Star Public-Private Partnership, and others.

This is a telecommuting position and is not located in the GOMA headquarters office, but works with all GOMA staff and reports to the Program Director. Primarily, the Program Coordinator will ensure that the D&M Team has what they need to effectively administer and facilitate their committee, including but not limited to:

- Team Coordination
- Team Projects
- Topical Engagement
- Participation in HQ management of GOMA activities
- Participation in the monthly Alliance Coordination Team

### *Duties & Responsibilities:*

- D&M Team Coordination
  - Facilitates team calls and meetings
  - Develops agendas for review by chairs and/or steering committee members
  - Coordinates travel for Team meetings (not make travel arrangements, but send out codes/dates/locations/etc.)
- Team Projects
  - Helps to provide vision for how to implement the team objectives
  - Assists with project proposals when appropriate
  - Tracks progress of team projects
- Topical Engagement
  - Be knowledgeable about topical information relevant to the activities of the D&M Team
  - Participates in national or regional workshops relevant to the activities of the D&M Team
- Participation in HQ management of GOMA activities
  - Participates in the monthly Alliance Coordination Team on behalf of the D&M Team
  - Participates in HQ activities such as coordination of GOMA meetings, communications, and coordination



Performs other duties as assigned or required (to include, but not limited to the tasks listed).

*Qualifications, Knowledge, and Skills Required:*

- Proven facilitation skills that encourage collaborative thinking and decision-making
- Bachelor's degree, preferably in a scientific, technical, or policy related discipline and a minimum of two (2) years of experience in collaborative project management, including working on committees or teams and compiling information for group discussion.
- Computer proficiency in all MS Office applications (Word, Excel, PowerPoint, Email communications, etc.).
- Outstanding oral and written communication skills, including ability to interact effectively with all levels of staff and subcontractors.
- Excellent organizational skills and strong attention to detail are required. Flexibility and ability to handle multiple tasks, prioritize appropriately, and meet key deadlines.

*Status:*

Full-time, exempt. The Gulf of Mexico Alliance is an at-will employer and employment does not constitute a contract.

*Compensation:*

Salary is commensurate with experience, ranging from \$50,000 to \$60,000 per year (including \$4,000 health insurance allowance which is considered part of base pay after 1<sup>st</sup> year).

*Benefits:*

- Flexible/remote work location; but must be located in the Gulf region (FL, AL, MS, LA, TX)
- Personal leave accrued at a rate equivalent to 15 days per year
- Sick leave accrued at a rate equivalent to 12 days per year
- 8 weeks paid parental leave (after 25 weeks of employment)
- 14 paid holidays
- 403b retirement savings plan

*How to Apply:*

Interested parties should send cover letter and resume to the GOMA Business Manager by September 30, 2022. They can be submitted electronically to [Connie.Thrift@gomxa.org](mailto:Connie.Thrift@gomxa.org) or via U.S. mail to:

Gulf of Mexico Alliance  
Attention: Director of Business Operations  
1151 Robinson Street  
Ocean Springs, MS 39564.