



Job Announcement

Portal Coordinator

Position Summary

The West Coast Ocean Data Portal (WCODP), in partnership with the West Coast Ocean Alliance (WCOA), is hiring a new full-time Portal Coordinator to support all activities of the WCODP related to ongoing development of ocean data products, coordination with a range of ocean data users and providers, and outreach and engagement with ocean management partners regionally and nationally. The new WCODP Coordinator will work closely with Portal leadership to coordinate all projects of the Portal and associated deliverables, as well as guide strategic growth of Portal as a data-focused organization. The WCODP Coordinator will also work with the membership and staff of the WCOA to ensure data activities and products are tailored to regional ocean planning needs identified by federal, state and tribal ocean managers on the West Coast. More broadly, the WCODP Coordinator will also be responsible for being the lead spokesperson for the Portal and its partners at a range of outreach activities to strengthen regional ocean data sharing and improve uptake of ocean data products released by the Portal. This position will report to the WCODP Co-Chairs and the WCOA Executive Director.

Primary Responsibilities

Working closely with WCODP and WCOA leadership and staff, the WCODP Coordinator will oversee a wide range of operational and project tasks in support of the WCODP, including:

- Provide leadership and coordination of a range of ocean data-focused projects supported by the WCODP based on guidance from membership of the WCOA;
- Support the broad work program of the WCODP through coordination with Co-Chairs of the WCODP and WCOA Leadership;
- Schedule, host, and facilitate coordination calls of relevant Portal committees and teams, including the WCODP Coordination Team and Ocean Health Dashboard indicator development technical advisory committees, among others;
- Coordinate with WCODP fiscal sponsor staff on the development, implementation, and oversight of contracts carried out by the WCODP to achieve project deliverables;
- Represent the WCODP during ongoing activities of the WCOA (including in-person meetings, regular conference calls, working groups, etc.) as well as at a range of targeted outreach related to ocean data (professional conferences, invited presentations, stakeholder engagement, etc.);
- Coordinate closely with WCOA leadership and regional membership to ensure effective feedback and ongoing support for the development and finalization of WCODP data products;
- Maintain and develop content on the WCODP through web editing and ongoing data catalog maintenance.

Preferred Skills & Qualifications

- 3-5 years' experience overseeing project coordination and providing leadership of projects with a technical and/or data focus, including:
 - Design and strategic workflow planning
 - Coordination and facilitation of thematic work groups
- 3-5 years' experience working with GIS software;
- Web content development experience, including the use of content management systems (CMS) tools;
- Experience managing and administering contracts, including tasks such as developing a scope of work, general project coordination, and regular project tracking & reporting;

- Experience in public speaking and stakeholder engagement, including formal and informal presentations to a range of technical and non-technical audiences;
- General familiarity with the West Coast ocean management and planning issues.

Compensation & Position Details

- This is a full-time (40hrs/week) position that will be contracted through the WCODP fiscal sponsor, the Coastal States Stewardship Foundation, using federal funding administered by the National Oceanic and Atmospheric Administration (NOAA).
- The contract for the selected candidate will not exceed \$7,875 per month plus travel and other direct expenses (upon approval).
- Because the position is contracted, no benefits are provided in addition to the annual contract compensation.
- The anticipated start date is spring 2023, depending on funding logistics and candidate availability.
- This position is funded through September 30, 2023; however, funding is conditionally approved through November 30, 2024. The WCODP and WCOA will be working to explore additional funding opportunities to maintain and grow project support beyond this timeframe.
- The WCODP and WCOA cannot commit to providing a workspace for this position but will explore potential co-location with member entities if possible. All applicants should expect to work remotely unless other arrangements can be made.
- Due to the nature of the position and the anticipated need for in-person travel, the ideal candidate will be based on the U.S. West Coast (Washington, Oregon, or California).

To Apply

Please submit your resume/CV and a cover letter to jobs@westcoastoceanalliance.org by midnight (Pacific) Sunday, April 23, 2023.

If you have any questions or would like more information about the position please contact WCOA Exec. Director John Hansen at john@westcoastoceanalliance.org / 415-322-8285.

About the West Coast Ocean Data Portal

The West Coast Ocean Data Portal is a project to increase the discovery and connectivity of ocean and coastal data and people to better inform regional resource management, policy development, and ocean planning. The Portal informs priority West Coast ocean issues such as tracking sources and patterns of marine debris, adaptation to sea-level rise, understanding the impacts of ocean acidification on our coasts, and marine planning. The Portal links existing data systems together to provide an easy-to-use gateway to discover ocean and coastal data. In close coordination with the West Coast Ocean Alliance, coastal decision-makers, researchers, and stakeholders use the Portal to access data and decision-support tools they need to understand and address high-priority regional issues.

For more information visit portal.westcoastoceans.org.

About the West Coast Ocean Alliance

The West Coast Ocean Alliance (WCOA) is the designated Regional Ocean Partnership (ROP) for the U.S. West Coast, bringing together Tribal, state, and federal government partners to coordinate and collaborate around more effective regional planning for existing and emerging ocean uses. The WCOA builds on previous regional ocean management entities including the West Coast Governors Agreement on Ocean Health and West Coast Regional Planning Body, and partners closely with the West Coast Ocean Data Portal. Along with three other regions, the WCOA will be receiving new federal funding administered by NOAA to support ROP activities through late 2027 as included in the federal 2021 Infrastructure Investment and Jobs Act (IIJA).

For more information visit www.westcoastoceanalliance.org.