

January 7, 2010

Position Announcement

Entry Level Policy Position

The Coastal States Organization (CSO) is seeking an entry level professional who is interested in getting acquainted with the coastal and ocean policy field. CSO is a small non-profit trade association representing states on coastal and ocean resource management policy and legislative issues in Washington D.C. As a small nonprofit, everyone helps with numerous tasks to get the job done so we are looking for someone with a “can-do” attitude who works well in a team environment and is willing to assist in any way.

The successful candidate will serve as CSO’s Administrative Coordinator. Once proficiency and trust has been built in this capacity, the responsibilities may expand to include one or two coastal policy issues and maintenance of the CSO website. The candidate will also learn about lobbying and policy work in Washington D.C., become familiar with federal ocean and coastal programs, and get to know state coastal managers, officials at the National Oceanic and Atmospheric Administration, and many other partners.

Administrative Coordinator Responsibilities include but are not limited to: word processing, light bookkeeping, federal grant paperwork, meeting planning, bill management, budget preparation and management, scheduling, database creation and management, answering telephones, and providing general administrative support to Staff and Membership.

Qualifications: Proficiency required in Word processing, Microsoft Office, basic computing, database management, email and spreadsheet software. Meeting planning skills and knowledge of budgeting, federal grants administration, website experience strongly preferred. Must be able to draft and proof correspondence, coordinate multiple budgets, staff travel and schedules. Excellent communication, interpersonal, and organizational skills needed. Must be willing to be trained in Quickbooks.

Salary in the low-mid \$30’s, depending on experience. Excellent benefits package to include health, dental care and disability.

Applications will be accepted until 5 PM EDT on Monday, February 8, 2010.

Please mail or email cover letter and resume to:

Personnel
Coastal States Organization
444 N Capitol St. NW, Suite 322
Washington, DC 20001
email: cso@coastalstates.org
No calls please.