

Position ID

E17-17

Position Title

Program and Policy Analyst

Office Name

Office of the Assistant Administrator, NOAA

Portfolio Summary

Job Responsibilities:

Looking for an opportunity to work at the intersections of science, policy and management? Eager to build on your scientific knowledge and put your skills to use in an applied way? Want to better understand how federal science and research organizations work and the strategies that are used to ensure that they produce mission-relevant research that both advances scientific understanding and delivers societal benefits? If so, this is the ideal position for you.

The Oceanic and Atmospheric Research (OAR) Line Office or “NOAA Research” conducts and sponsors cutting-edge science in support of NOAA’s mission under the broad themes of oceans and coasts, climate, and weather. In this role you will work closely with senior leaders in NOAA Research to support cutting-edge science that spans the broad themes of oceans and coasts, climate, and weather. You will report to the NOAA Research Chief of Staff and will work on a number of projects and activities that strengthen the organization’s capacity to achieve its objectives and operate in a way that is responsive and nimble in adapting to the fast-changing needs of the 21st century. The main purpose of this position is to develop and improve NOAA Research internal collaboration as well as collaboration with other NOAA Line Offices (NESDIS, NMFS, NOS, NWS and OMAO) and external stakeholders to advance the NOAA mission. Through this work you will gain first-hand experience in the management of a large science organization, learn how decisions are made at several levels of government (Line Office, agency, federal government, Capitol Hill), and have an opportunity to contribute to develop innovative strategies and activities that lead to operational excellence.

Expertise Desired

Mandatory Skills:

This fast-paced position is in a high-profile environment that requires the Fellow to be a team player, organized and flexible, able to manage time well, prioritize tasks, and problem solve. Excellent interpersonal and communication skills are a must. You must be adept at gathering, organizing and editing written information and working independently on short deadlines.

Desired Background Skills:

Ability to recall, synthesize, analyze, and succinctly brief information on diverse subjects. The fellow should be able to grasp “big picture” concepts and demonstrate innovative and creative thinking and a willingness to broaden their horizons.

Travel within DC (days per month)

3-5 days

Travel outside DC (days per month)

1-2 weeks per year

Accepts Foreign Nationals

No