

**Position ID**

E17-27

**Position Title**

International Affairs Fellow

**Office Name**

OAR International Activities Office, NOAA

**Portfolio Summary**

Located in NOAA's Oceanic and Atmospheric Research (OAR) headquarter office in Silver Spring, Maryland, the International Activities Office (IA) serves as the focal point and principal staff office to the OAR Assistant Administrator (AA) on international policy and science program matters, facilitates international collaboration and partnerships, serves as an interface between the policy and research community, and works with OAR Senior Leadership, laboratories, divisions, programs and NOAA headquarters to identify and act on the international science needs in OAR and NOAA.

Duties of the Knauss Fellow include:

- Serving as the office staff lead for programmatic matters involving environmental science and research activities in specific regions or themes that may include Europe, polar, Cuba, and parts of Asia;
- Serving as the office staff lead for communications within OAR and across NOAA line offices;
- Engaging OAR programs and scientists in areas such as ocean acidification, ocean observations, climate, Arctic research, and weather and air quality;
- Representing OAR/NOAA program interests and positions at US interagency and international meetings;
- Providing presentations (generally non-technical) on OAR research programs and interests at formal and informal international meetings;
- Reviewing, analyzing and synthesizing information from a variety of sources into reports, correspondence, strategic and other documents for review by OAR senior management;
- Preparing briefing materials, position papers, and talking points for OAR and NOAA senior leadership in support of their participation in international meetings;
- Providing completed staff work on all substantive and logistical preparations/plans and follow-up for international meetings and events that OAR participates in;
- Networking/liasing with relevant representatives from the national and international science/policy community, international organizations, and embassies;
- Sharing/coordinating information throughout NOAA, as well as with the national and international counterparts community to advance NOAA priorities in oceanic, atmospheric and climate observations and research.

**Expertise Desired**

IA is seeking a Fellow with a background in environmental policy or research. International experience and ability to communicate in another language is an asset, but not required. Incumbent will be required to work in a fast-paced office environment, should be able to juggle multiple priorities at one time, work well in team setting, possess strong communication skills (both orally and in writing) to carry

out assignments, and be able to effectively interact with a broad range of professionals and agencies both domestically and overseas.

**Travel within DC (days per month)**

1-3

**Travel outside DC (days per month)**

0-6

**Accepts Foreign Nationals**

No