

Position ID

E17-43

Position Title

Ocean Policy and Communications Specialist

Office Name

Office of Policy Analysis, U.S. Department of the Interior

Portfolio Summary

A position with the Ocean, Great Lakes, and Coastal Coordination Team in the Office of Policy Analysis at the Department of the Interior (DOI) --a work environment with a broad perspective on Interior's ocean and coastal activities at the Department and at an interagency level. This position is in an office with small, fun, highly motivated staff, in the historic Interior Building in the heart of downtown Washington, DC.

The Office of Policy Analysis (PPA) provides cross-cutting analysis and coordination to support decision-making and policies across this highly decentralized agency. Among other policy issue areas, PPA coordinates the Department's activities related to ocean, coastal, and Great Lakes resource management and provides DOI representatives on several interagency ocean and coastal issues. This position is an excellent opportunity to work with staff, senior policy contacts, and administration officials across the Department and across the Federal family.

DOI has been a key player in the shaping of national ocean policy over the past several decades. As a member of the National Ocean Council, DOI has been a lead agency (<http://www.whitehouse.gov/administration/eop/oceans/about>) in implementing key actions and shaping the course of the National Ocean Policy. DOI is also co-chair of the US Coral Reef Task Force along with NOAA counterparts. DOI also supports other national and regional efforts through active involvement with Federal working groups. PPA provides staff support and leadership in these activities.

This position will work with the Ocean, Great Lakes, and Coastal Coordination Team to clarify, connect, strengthen and expand collaborative efforts across the Bureaus of DOI and other agencies in the federal family. This team coordinates across Interior's Bureaus to ensure that Interior responsibilities are represented and support local, regional and national programs. Topics include: recreation, tourism, endangered and invasive species, Arctic, offshore energy, conservation, restoration, science, technology, and other topics. Work will focus on developing a coherent Departmental ocean and coastal presence, supporting interagency initiatives, and improving visibility and awareness of Interior programs and responsibilities.

This position will provide staff support and guidance through work with bureau staff, senior policy analysts and communication specialists. We will work with you to design the ideal developmental assignments to provide you with the experience you are seeking.

Duties may include:

- Preparing diverse communication materials such as web content, stories for Interior's ocean and coastal newsletter, NEWSWAVE, as well as briefing materials, pamphlets and other materials that support visibility and awareness about Interior and Bureau-specific involvement. See NEWSWAVE publication guidelines here: <http://www.doi.gov/pmb/ocean/news/Newswave/index.cfm>

- Working with a team that conceives and designs materials, media and messages that reflect activities, policies and programs as well as value of resources and benefits for partners, States, and the Nation's public,
- Providing logistical and content support for the US Coral Reef Task Force meetings,
- Supporting DOI's role in ocean policy from the national level to regional and local initiatives and programs,
- Since this position is in the Office of Policy Analysis, there will be opportunities to support other Departmental initiatives on an as-needed basis.

Expertise Desired

The successful candidate must: have strong interpersonal and writing skills; have strong organizational skills; have the ability of gather and edit written information from a wide array of sources and formats; have the ability to work independently on short deadlines; be highly flexible and creative with attention to detail; have an interest in broad ocean, coastal, and Great Lakes topics that range from management of natural resources and sustainable use to policy and societal aspects; enjoy learning through doing; and share an excitement about collaboration, communication and policy implementation.

Travel within DC (days per month)

2-10

Travel outside DC (days per month)

1 - 2 times/year

Accepts Foreign Nationals

No