

**Position ID**

E17-57

**Position Title**

Education Policy Fellow

**Office Name**

Office of Education, NOAA

**Portfolio Summary**

NOAA Office of Education (OEd), with locations in downtown Washington D.C. and Silver Spring, M.D., is a Headquarters Staff Office within the Office of the Under Secretary of Commerce for Oceans and Atmosphere. OEd has three areas of emphasis: education leadership and coordination; higher education student opportunities; and competitive education grants and partnerships. The Office is charged with ensuring that NOAA's education programs and activities are well coordinated, serve constituents' needs, and support the agency's mission. OEd seeks a Sea Grant fellow to fulfill the position of Education Policy Fellow in the Washington, D.C. office. The fellow will have a diverse and flexible portfolio, which will include tasks such as providing support to OEd's efforts in the following areas:

- **Partnerships:** The fellow will have the opportunity to work at the nexus of NOAA, a science-mission agency, and innovative educational institutions such as the Exploratorium, the Smithsonian National Museum of Natural History, the Science On a Sphere Users Network, and the Coastal Ecosystems Learning Centers network to translate NOAA's science into the programs of these organizations. The fellow will also have the opportunity to work directly with NOAA's Science On a Sphere exhibit in Silver Spring, M.D.
- **NOAA Education Council:** The Council serves as a forum in NOAA for the discussion of ideas and proposals for NOAA-wide education and outreach activities and priorities and makes recommendations to NOAA leadership on all aspects of NOAA's educational activities. The fellow will have an opportunity to work with the Executive Secretary and the Chair of the NOAA Education Council to support Council activities and advance NOAA's education priorities. Duties may include: working with NOAA's lead educators to improve intra-agency programmatic coordination, planning and executing meetings and events related to the Education Council, supporting the implementation of the NOAA Education Strategic Plan, and designing and editing the annual NOAA Education Accomplishments Report.
- **Interagency efforts:** Office of Education represents NOAA in several interagency activities (e.g., Federal Committee on STEM Education, National Ocean Policy's Interagency Working Group on Ocean Education). The fellow will have the opportunity to support the Office Director and Deputy Director in these efforts by drafting agendas, attending meetings, and determining best approaches for representing NOAA's interests effectively in such fora.
- **Competitive grants:** The fellow will have the opportunity to support the Environmental Literacy and Bay-Watershed Education and Training programs. These programs provide national and regional grants to organizations that create, implement, and/or evaluate programs that address NOAA's educational goals for formal and informal education audiences. Specific duties may include: assisting with grants processing and programmatic planning, interacting with external partners and grantees, planning annual workshops and monthly meetings, and representing OEd at meetings and conferences. The fellow benefits by gaining an insider's perspective on how federal grant competitions are managed while supporting NOAA's efforts to build public engagement and understanding.

The fellow will also have the opportunity to support other efforts and projects in OEd as they relate to the fellow's background and specific interests. These opportunities may include: providing support to the OEd Director and Deputy Director and interacting with NOAA leadership, assisting with education-related outreach events and conferences, developing content or presentations for Science On a Sphere, and assisting with preparing NOAA's responses to Congressional inquiries. Through these duties, the fellow will learn about federal grantmaking and management, have opportunities for networking with future partners and potential employers, and work across NOAA Line Offices in support of education.

**Expertise Desired**

The fellow should possess the following skills and abilities: application of fact finding and investigative techniques; excellent interpersonal skills; ability to thrive in a highly collaborative and dynamic workplace; excellent written and oral communication skills; demonstrated organization skills; attention to detail; and, experience with MS Office applications (Word, Excel, PowerPoint). Also, it is desirable that the fellow possesses the following: degree, experience, or enthusiasm in education or educational outreach; experience and interest in translating science and policy for general audiences; experience with grant writing or proposal submission process; and, knowledge of, or prior involvement with, environmental or science education programs and activities.

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

3-6

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

1-3

**Accepts Foreign Nationals**

Yes