

# Associate, Programs

## Summary

- Title: Associate, Programs
- Hours: Full-time, exempt
- Compensation: \$52,500 - \$60,500/annually
- Benefits: 100% employer-paid medical, dental, and vision insurance premiums; generous employer 401(k) contribution; liberal PTO; flexible work environment; annual professional development stipend
- Location and Travel: Must be located in the United States; willing and able to travel to locations throughout the US up 15%

## Background

[Restore America's Estuaries](#) (RAE) is a national alliance of 10 coastal conservation groups dedicated to restoring and preserving America's estuaries and coasts. RAE is a powerful voice for coastal habitat restoration in the nation's capital. RAE and its member organizations restore coastal habitats nationwide. We have unmatched national reach and effectiveness; our local projects restore coastal wetlands, open fish passages, remove invasive species, build living shorelines, transplant seagrasses, replant salt marshes, and restore shellfish habitat.

As the leader of a national alliance, we provide a unified voice for coastal and advance the science and practice of habitat restoration through on-the-ground projects, groundbreaking science, high-level meetings, and our biennial [RAE Coastal and Estuarine Summit](#).

## Summary

RAE is in a period of growth and is looking to add staff to support current and future programs. We are looking for an experienced, motivated professional who is interested in working on coastal conservation issues and getting a broad set of experiences, and then growing into a program management role.

## Responsibilities

### *Work Areas Year One*

In your first year you will focus on RAE's signature Coastal and Estuarine Summit that will bring together more than 1,300 coastal protection and restoration practitioners, policy makers, and funders. The associate will work with staff and the Program Committee to develop conference content that reflects the diversity of the field, includes expert speakers, and covers the range of established and emerging topics.

Additionally, you will support projects as they arise to provide you with a broader perspective of RAE's work across convenings, policy, program funding and fundraising. Indicative projects might include things like support developing partnerships for pending proposals and support proposal development; helping to update online resources such as the Restoration Toolkit and the Living Shorelines Academy, providing research for a Congressional policy briefing, support smaller events and meetings.

### *Year Two and Beyond*

Based on our current pipeline of proposals there are a broad array of opportunities. Our work and our proposals have supported coastal restoration, blue carbon, advancing the practice of monitoring,

improving supply chains of submerged aquatic vegetation, investing in oyster shell recycling and reef restoration, and capacity development programs for low-resource organizations.

## **Qualifications**

- Minimum of 2-5 years of relevant work experience
- Demonstrated interest in coastal conservation and restoration issues
- Ability to work across programs and projects in an agile environment
- Strong project management, research, and writing skills
- Degree or coursework in coastal ecology; open to other academic experiences
- Willing and able to work both with a high degree of autonomy and in collaboration with peers
- Learning and growth mindset
- Excellent written and spoken English
- Ability to work with and relate to a wide variety of cultures and settings
- Must have prior authorization to work in the United States

## **Application Instructions**

Please send a cover letter and resume to [apply@estuaries.org](mailto:apply@estuaries.org), with Associate, Programs in the subject line. Resumes will not be considered without a cover letter. Position is open until filled. RAE is an Equal Opportunity Employer; women, minorities, and individuals with differing abilities are particularly encouraged to apply. If you meet at least 75% of the qualifications of this description, we encourage you to submit an application. Candidates selected for an interview will be notified on a rolling basis. Please email [apply@estuaries.org](mailto:apply@estuaries.org) for accommodation requests regarding the application process.