



# NCEL

National Caucus of  
Environmental Legislators

**Position:** Oceans Program Manager

**Hours:** Fulltime, 40 Hours/Week

**Location:** Based in Washington, D.C., or remote

**Reports to:** NCEL Deputy Director

**Application Deadline:** July 11th with applications considered on a rolling basis

## **About the National Caucus of Environmental Legislators (NCEL)**

NCEL is a 501(c)(3) nonprofit that empowers a nonpartisan network of state environmental leaders to protect, conserve, and improve the natural and human environment.

We believe that the key to advancing sound policy in the states is well-informed legislatures with strong champions who can advocate on behalf of the environment, develop shared strategies, and collaborate with their peers across the country on shared learning and action. NCEL does not lobby for the enactment or defeat of any state or federal legislation.

Based in Washington, D.C., with remote staff across the country, NCEL organizes a community of legislators, leverages knowledge among the network, and provides assistance to state lawmakers who often have little staff capacity at their disposal.

## **Position Overview**

NCEL is currently seeking an Oceans Program Manager to advance the organization's work on ocean and coastal threats and resilience, as well as marine-based solutions to climate change. Their work will primarily focus on sustainable offshore energy, preserving marine ecosystems, and enhancing coastal resilience. Much of this work will take place by facilitating NCEL's Coastal Working Group of state legislators, organizing informational in-person and online events, and building relationships with and among environmental policymakers. They will also track state legislation, share policy examples across the NCEL network, and assist state legislators in communicating their priorities to Federal officials.

This position will require regular travel, averaging one or two trips per month. The ideal candidate will be an outgoing organizer or network-builder who enjoys outreach and collaboration. They will have a passion for policy advancement and be highly skilled at verbal and written communications. They will enjoy planning webinars, organizing strategy sessions, hosting in-person issue briefings, and collaborating with advocacy partners on shared environmental goals.

## **Activities & Responsibilities**

### **Program Management and Strategy**

- Lead NCEL's Oceans Program through strategic planning and development, project administration, and staff management.

- Support NCEL's internal strategy and practice, and external engagement, on racial equity and environmental justice as it pertains to the Oceans Program, including participating in cohort of partner organizations.
- Work with NCEL leadership to grow the NCEL's Oceans Program, including hiring, training, and supervising staff as budget allows.
- Facilitate partnerships with key local, state, national, and international NGOs.
- Work with the Development team on grant writing and reporting to expand the ocean policy project.
- Collaborate with NCEL's other issues areas on overlapping policy solutions, including energy and conservation.

### **Education, Network Building, & Outreach**

- Plan, facilitate, and occasionally present at multi-state meetings with groups of state lawmakers on issues related to ocean protection.
- Represent NCEL at advocacy coalition meetings.
- Organize a variety of events to educate legislators about ocean policy topics, including online and in-person events such as webinars, as well as hosting some events in coordination with key partners.
- Regularly phone, email, Zoom, and in-person outreach to state legislators to support policy work.
- Connect legislators with advocacy and stakeholder groups.
- Integrate perspectives from frontline communities and leaders into events and materials development.
- Center principles of environmental justice in communication and outreach with legislators.
- Facilitate information-sharing and coaching among Coastal Working Group members and other NCEL members.
- Recruit state lawmakers to join the network and work on ocean issues at in-person conferences as well as through recruitment calls or virtual meetings.
- Provide communications support generally and connect with reporters directly to provide information on ocean policy at the state level.
- Moderate panels related to coastal and ocean policies, including external events open to the public.
- Build NCEL network to connect state legislators with their federal delegations on ocean policy issues.
- Conduct outreach to state legislators from both parties to understand priorities and build nonpartisan networks.

### **Policy Research & Material Development**

- Track and analyze legislation related to ocean and coastal policy and share updates with NCEL's network and key allies.
- Work with partner organizations to identify effective policy and understand legislative trends.
- Assist NCEL members with research requests about ocean policy topics.
- Develop and update web resources, fact sheets, email alerts, and other materials about current and emerging ocean policy topics.
- Develop talking points and toolkits that support the advancement of issues in the states.
- Anticipate opposition talking points and develop counter arguments and points.
- Collect science-based and justice-oriented resources to share with state legislators on a regular basis.

### **Meetings and Events**

- Organize monthly online events to convene legislators around ocean energy and conservation topics.
- Work with partner organizations to plan local events such as in-state meetings or site tours related to program work.
- Conduct in-person visits to state capitals during the legislative session to meet with legislators and host briefings.
- Follow-up with legislators after meetings and events and provide continued support.
- Represent NCEL at advocacy coalition meetings.

### **Qualifications**

- A Bachelor's degree from an accredited college or university and at least two years of work experience in ocean policy or advocacy is strongly preferred.
- Interest in and passion for policy that protects and restores oceans, with an understanding of its importance on the state level.
- Experience working with elected officials and/or on campaigns is preferred.
- Work experience related to ocean policy issues and environmental justice preferred; work on these issues on the state level is a plus.
- Strong written and verbal communication skills.
- Experience translating complex information into an engaging and abbreviated format.
- Working knowledge of policies related to marine resources and conservation.
- Must be skilled in Microsoft Office Suite products, Google applications, and basic database management.
- Ability to work independently and within a team setting is essential.
- Flexibility and ability to improvise as work with state legislatures often features last-minute schedule changes.
- Ability to work remotely and collaborate with colleagues in other states.
- Ability and willingness to travel to events across the country.

### **Salary**

The salary for this position will be \$66,000 - \$72,000, commensurate with experience. Includes health, vision, and dental insurance, three weeks paid vacation annually, and a generous retirement plan.

### **To Apply**

Please send a single PDF document with your resume, brief cover letter, and the names and contact information of three references to NCEL at [info@ncelenviro.org](mailto:info@ncelenviro.org) with the subject line "OCEAN MANAGER 2022". All communications will be treated confidentially. **The deadline to apply is COB July 11, 2022.**

NCEL is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented, including but not limited to women and people of color. NCEL makes hiring decisions without regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class. NCEL does not lobby for or against any state or federal legislation.