

Washington Maritime Blue

Maritime Decarbonization Graduate Fellow

Salary Range:	\$31 - \$36 per hour
Position Type:	Part-time, hourly
Reports To:	Margaret Woodbridge
Location:	Seattle, WA
Closing Date:	July 27, 2026
Fellowship Period:	August 1, 2026 - December 23, 2026

MARITIME BLUE

Maritime Blue is a strategic alliance propelling the Pacific Northwest toward global leadership in ocean-based innovation. We foster collaboration among industry, government, academia, communities, and investors to create sustainable maritime and ocean industries. We empower our region to thrive in the Blue Economy by accelerating innovation and entrepreneurship, centering equity, addressing climate change, restoring marine ecosystems, and building a diverse workforce.

JOINT INNOVATION PROGRAM

The Joint Innovation Program (JIP) fosters early-stage market development and technology demonstrations for the advancement of the Blue Economy using models of strategic initiatives, formal collaboratives, and joint innovation projects. The JIP operates to thoughtfully convene, intentionally facilitate, and provide member- and partner-informed thought leadership around our key focus areas of Ocean-Based Renewable Energy, Maritime Decarbonization, Digital Transformation of Maritime, Ocean Health and Sustainability, and Sustainable Fishing and Seafood.

POSITION DESCRIPTION

Washington Maritime Blue is seeking a **Maritime Decarbonization Graduate Fellow** to provide targeted project coordination, administrative, and communications support to the JIP team and the Maritime Decarbonization Senior Program Manager.

This fellowship is designed as a structured, learning-and-growth-oriented role for a graduate student or postgrad looking to gain hands-on exposure to clean energy transitions, multi-sector stakeholder coordination, and regional climate initiatives within the maritime sector. The Fellow will focus on executing limited-scope tasks assigned by supervisors, primarily supporting the Sustainable Maritime Fuels (SMF) Collaborative, adjacent EPA Clean Ports studies, and maritime decarbonization joint innovation projects (JIPs).

This is a part-time, hourly, non-exempt position that reports directly to the Maritime Decarbonization Senior Program Manager.

DUTIES AND RESPONSIBILITIES

Program Administration

- Support maintenance of partner/stakeholder relationships and meetings
- Produce accurate and timely meeting summaries after in-person or virtual meetings
- Support preparation of progress reports and final reports for funders.
- Track project tasks through online platforms (Monday, EveryAction, and Google Workspace).

External Relations & Communications

- Communicate with a wide variety of maritime stakeholders, including government, ports, NGOs, community groups, Tribes, research institutions, fuel producers, and more, in regards to relevant ongoing projects Maritime Blue is managing or supporting.
 - Develop and send communications materials (handouts, email updates, flyers, website updates, blog posts, social media content, etc.) and manage communications via email and phone
- Support the Maritime Decarbonization Senior Program Manager in communicating with existing program partners and stakeholders, such as members of the SMF Collaborative Leadership Committee and subcommittees, as well as developing new partner relationships (e.g., email communications, scheduling meetings, etc.)
- Schedule and coordinate invitations, logistics, agendas, materials, venues, and IT needs for meetings and events- both remote and in-person when appropriate
- Maintain effective communications with staff and stakeholders via phone, email and in person (e.g., sending information, follow-up items, action items etc.).
- Proactively communicate with the Maritime Decarbonization Senior Program Manager about upcoming tasks, deadlines, and issues.
- Provide copy editing and quality assurance/quality control (QA/QC) on all deliverables.
- Maintain accurate contact lists for SMF Collaborative committees and mailing lists.
- Support regular updates of the SMF Collaborative website.
- Create graphic products and materials, including fact sheets, frequently asked questions, PowerPoint slide decks, etc.

Maritime Blue Operations

- Support Maritime Blue operations by attending internal meetings and attending member events, as directed by the Maritime Decarbonization Senior Program Manager.
- Support Maritime Blue and the JIP by participating in related Blue Economy conversations, market strategy, & events where sustainable maritime fuels, maritime decarbonization, or program structure are relevant, as directed by the Maritime Decarbonization Senior Program Manager.

QUALIFICATIONS

Must be a current or recent graduate student (graduated in the last two years) at an accredited graduate program. Must be legally eligible to work in the United States and be a resident of Washington State.

Specific background and experiences preferred include:

- Experience in creating communications material/graphics
- Experience in coordinating logistics for meetings, projects, and/or events
- Experience in fuels, maritime, ocean, public administration, and/or clean technology sectors

You will feel prepared to take on this role if you have experience in:

- Being efficient, resilient, and flexible
- Taking a consultative and customer service-oriented approach to problem-solving
- Conducting administrative tasks such as scheduling, doing project work, communicating effectively via email, etc.
- Working effectively with colleagues and partners from the full range of differences reflected in our community, including but not limited to ableness/disability, age, economic/social class, English proficiency, race /ethnicity, family status, gender identity and expression, national origin/citizenship status, religion/spiritual expression, and sexual orientation

Your effectiveness in this role will depend on your ability to:

- Work with multiple stakeholders, including: industry, government, research, non-profit and community leaders; labor organizations, tribes, elected officials, investors, educators, and co-workers
- Work independently while maintaining effective working relationships with co-workers, supervisors, customers, and the general public
- Communicate effectively, orally and in writing, and respond quickly to inquiries
- Use creative problem-solving and demonstrate exceptional results with limited resources
- Be detail oriented

You will be successful if you feel passionate about:

- Engaging multi-stakeholder/partner groups that are mission driven in order to successfully create and implement strategic and operational plans, deliver excellence in project development and planning
- Creating, nurturing, and leveraging deep relationships throughout the region's maritime, ocean, technology, and manufacturing sectors along with a diversity of community leaders

WORK ENVIRONMENT

Washington Maritime Blue is headquartered in Seattle, WA with partners, stakeholders, projects and sites across the state of Washington. Remote work is supported with the expectation that staff are able to meet in person as needed.

- Office Environment with occasional project site visits (exposure to computer screens)
- Must be able to travel domestically (when safe and appropriate)
- Noise level is usually moderate
- Must be able to comply with organizational health and safety policies

BENEFITS

Hours are expected to be 20-30 hours per week. Graduate Fellow will be eligible for the hourly paid time off allotment of 2.5 x number of average working hours per week as well as Maritime Blue's paid holidays excepting the winter break.

Sick leave accrues at 1 hour per 40 hours worked.

This position is eligible for benefits offered under Washington State law pending eligibility including: jury duty, paid family and medical leave, bereavement, military, etc.

This position is not eligible for any other benefits under Maritime Blue policy.

COMMITMENT TO EQUITY AND SOCIAL JUSTICE

Washington Maritime Blue is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism, sexism, ableism, and other forms of systemic oppression and individual prejudice. This work is ongoing and continually adjusted to meet the needs of our staff and stakeholders. We seek employees who think critically about their own cultural lens and can communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our stakeholders, community, and clients. We are looking to receive applications from individuals with diverse arrays of experiences. All applicants will have the opportunity to attend an information session with Maritime Blue staff to hear more about the organization, the position, and ask questions of the team.

Submission Information

To be considered for this position, **please submit a single pdf with a cover letter and resume to info@maritimeblue.org. Use the subject line and name the attached file using "Your Name_GradFellow."** Applications will be read on a first-come-first-served basis and the position will remain open until filled. The application deadline is July 27, 2026. In your cover letter, please describe how your knowledge, skills, and abilities prepare you for the job responsibilities and qualifications outlined in this job announcement. Maritime Blue does not use an automated applicant tracking system. All applications are read and reviewed by people. Questions? Contact devon@maritimeblue.org

Who may apply

This position is open to graduate students and recent graduates (last two years) from accredited graduate programs.

Maritime Blue encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experience. This position is open to all qualified candidates that meet the minimum qualifications. Maritime Blue values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, ages, sexual orientation, or gender identity.

Direct applicants only, please no third-party applications.