



A Strategic Alliance for Maritime Innovation and a Sustainable Blue Economy

Job Announcement

Posted: September 3, 2021

Washington Maritime Blue Operations Manager, Maritime Blue and Quiet Sound

Salary Range: \$70,000 - \$85,000 with competitive benefits

Reports To: Director of Operations while supporting all Program Directors; Half time directly supporting Quiet Sound program

Location: Seattle, WA, in person strongly preferred in accordance with local health ordinances

Closing Date: Priority applications due Friday, October 1, 2021

Washington Maritime Blue

Washington Maritime Blue is a non-profit, strategic alliance formed to accelerate innovation and sustainability in support of an inclusive blue economy. With a mission to implement [Washington State's Strategy for the Blue Economy](#) delivered by Governor Jay Inslee's Maritime Innovation Advisory Council, we are a partnership between industry, public sector, research & training institutions, and community organizations. Maritime Blue works to create a world-class, thriving, equitable and sustainable maritime and ocean industry through knowledge sharing, joint innovation, entrepreneurship, commercialization, business, and workforce development.

Position Description

The Operations and Office Manager will engage with the diversity of Maritime Blue's tenants, members, partners, and stakeholders on behalf of the organization's mission. They will work with the Program Director team to oversee daily office operations, communications activities, event planning and execution. In addition to supporting the leadership team, the Operations and Office Manager will specifically support the Quiet Sound program by attending advisory board meetings, taking notes, and preparing summaries.

Office Management:

- Manage room reservations, Blue Hub events, and co-working spaces
- Lead procurement efforts for office supplies, furniture, and other facility needs
- Act as liaison to Port of Seattle property management team
- Respond to requests from tenants regarding repairs, maintenance, and other concerns
- Coordinate set up for new hire workstations/work closely with IT and HR to ensure smooth onboarding
- Work with IT consultants to upgrade networks and improve infrastructure
- Manage, alongside HR and leadership, COVID-19 risk mitigation policies within the office space

Administrative Support:

- Oversee procurement for program supplies
- Tracking receipts and expenses from program directors and other staff
- Process reimbursements requests through the finance department
- Draft organization-wide communications regarding events, policy changes, and general updates
- Develop and oversee the organizational calendar

- Respond to troubleshooting requests for general IT needs, account access, and various organizational procedures
- Support the leadership team in scheduling internal and external meetings both virtual and in person
- Make reservations for travel, book transportation, lodging, conference registrations, etc.
- Event planning and coordination including venue research, equipment rentals, meals, on-site production, and meeting logistics

Communications:

- Provide support and assistance in planning, developing, producing, and delivering marketing and communications materials
- Use contact management systems and other social media to create and send emails, newsletters, etc.
- Maintain and update databases, including contact management system mailing lists
- Use independent judgment to execute marketing and communications plan
- Stay up to date on industry trends and make recommendations for adjustments to communications strategies and practices
- Collect photos and/or videos taken at events and maintain photo files for ongoing use; create, edit, and upload photos and videos to Maritime Blue website and social media outlets.
- Analyze marketing and communications and make recommendations to adjust strategy and tactics

Quiet Sound Program Support

Essential Functions and Duties - Quiet Sound Program

- Schedule and coordinate invitations, logistics, agendas, materials, venues, and IT needs for Quiet Sound meetings and events - both remote and in-person when appropriate
- Produce accurate and timely meeting summaries after in-person or virtual meetings with Quiet Sound collaborators and stakeholders
- Maintain effective communications with Quiet Sound staff and stakeholders via phone, email and in person (e.g., sending research, follow-up items, action items etc.)
- Proactively communicate with QS Program Director about upcoming tasks, deadlines, and issues
- Track project tasks through online platforms
- Provide copy editing and quality assurance/quality control (QA/QC) on all deliverables
- Maintain accurate contact lists for Quiet Sound workgroups
- Support preparation of progress reports, invoices, and final reports for funders
- Support regular updates of the Quiet Sound website (WordPress experience preferred)
- Create graphic products and materials, including fact sheets, frequently asked questions, PowerPoint slide decks, etc.

Additional Desired Functions and Duties - Quiet Sound Program

- Understand/synthesize/communicate large amounts of technical/qualitative information regarding natural resource topics and communicate it in organized formats for technical or lay audiences
- Be a “thought partner” to the Quiet Sound Program Director by discussing project challenges, strategies, and opportunities

Qualifications

Approximately 3 years of relevant work experience in program administration and office management.

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

- Working independently while maintaining effective working relationships with co-workers, supervisors, customers, and the public
- Working with more than one manager and balancing multiple workflows
- Engaging multi-stakeholder/partner groups that are mission driven to successfully create and implement strategic and operational plans, deliver excellence in communications and event planning
- Workplaces heavily informed by science and technology
- 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.

You will be successful if you feel passionate about:

- Working for industry growth and investment, addressing climate action / ecological health, and equitable community development in the maritime and ocean sectors – the Blue Economy.
- Working with multiple stakeholders, including industry, government, research, non-profit and community leaders; labor organizations, tribes, elected officials, investors, educators, youth and co-workers.

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

- Communicate effectively, orally and in writing, while working in a fast-paced environment on a cross-functional team
- Use creative problem-solving and demonstrate exceptional results with limited resources
- Be efficient, resilient, and flexible
- Successfully manage competing priorities
- Work in an environment that is welcoming, open, transparent, curious, collaborative, challenging, results-driven, and fun!
- Create, nurture, and leverage deep relationships throughout the region’s maritime, ocean, technology, and manufacturing sectors along with a diversity of community, business, and youth leaders
- Commute daily to the Blue Hub - located at Fishermen’s Terminal in Ballard. This position is in person, and we expect all our in-person staff members to be fully vaccinated against COVID-19

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.

Additional Information

To be considered for this position, **please submit a cover letter and resume as a pdf to info@maritimeblue.org** with the subject line containing, “Your Name_Operations Manager Position”. Applications will be read on a first-come-first-served basis and the position will remain open until filled. Candidates will be contacted, and interviews will be scheduled after the priority deadline. 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.

Who may Apply

Washington 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. Washington 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.

This position is expected to be in person as local health ordinances and safety allow. To protect the health of other staff, clients, and tenants, candidates are expected to be fully vaccinated against COVID-19.

Questions

Please contact Devon Emily Thorsell at devon@maritimeblue.org

Maritime Blue will be hosting an Informational Session regarding this position on Tuesday, September 21 at 2PM. Advanced registration is required, Register for the info session here: <https://us02web.zoom.us/meeting/register/tZEkcuySpz4iH9UiYzPY7W-gjy3jlhnhikO>