



A Strategic Alliance for Maritime
Innovation and a Sustainable Blue Economy

Request for Services

August 3, 2022

Washington Maritime Blue Ventures Program Associate

Salary: \$50,000 for 6 month contract, beginning approx. September 2022

Position: This position is for an independent contractor*

Location: Seattle, WA

Accepting applications until vendor is contracted.

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

Washington Maritime Blue is looking for someone to help with administrative support for the newly developed One Ocean Innovation Accelerator with the Blue Ventures Team. Blue Ventures is the entrepreneurship programming of Maritime Blue and consists of a [four-month accelerator program](#), incubator programs in Tacoma and Seattle, and a program for international startups. The ideal candidate will be a self-starter, resourceful, and understand how to work with an agile, fast-moving team. Preference will be given to candidates with maritime or ocean experience, but it is not necessary for the position. This person will be responsible for providing a combination of administrative, event coordination, logistical, and monitoring budgets in support of programs. To succeed in this role, you'll need to have strong organizational and communication skills, as well as experience in people management. If you're also a dedicated worker and a problem-solver, we'd like to meet you.

This role has the possibility to evolve into a full-time, salaried position depending on continued funding and program success.

Responsibilities include:

- Oversee the logistics of the One Ocean Innovation Accelerator
- Monitor and advise on budgets

- Coordinate with internal and external partners to publicize programs, recruit participants, and plan events and activities
- Ensure participants of programs are provided with the resources they need
- Create and disseminate program communications and post program information on social media platforms
- Coordinate the collection and analysis of data for reporting/impact
- Prepare and submit reports
- Manage post program activities

Qualifications

Overall experience needed

- Budget preparation and oversight
- Program development
- Internal and external reporting
- Internal and external coordination, planning, and logistics

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

- Resourceful and able to advocate for tools that make the job easier
- Strong interpersonal and written communication skills
- Entrepreneurship and/or startups

You will be successful if you feel passionate about:

- Running highly impactful programs
- Working with founders and entrepreneurs
- Supporting a small and effective team

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

- Articulate clearly through written reporting
- Receive work from multiple sources and report through multiple work streams
- Manage people and the varied needs of our program alumni
- Move quickly and be agile

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 regularly in person as health and safety allow.

- Office environment with occasional project site visits (exposure to computer screens)
- Must be able to travel domestically and internationally (when safe and appropriate)
- Noise level is usually moderate
- Must be able to comply with organizational vaccination requirement and mask mandate while in office

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.

Additional Information

To be considered, **please submit a single pdf with a cover letter and resume to info@maritimeblue.org. Include at least three professional references with your submission. Use the subject line and name the attached file using "Your Name_VenturesProgramAssociate."** Applications will be read on a first-come-first-served basis and the position will remain open until filled. In your cover letter, please describe how your knowledge, skills, and abilities prepare you for the position responsibilities and qualifications outlined in this request. Incomplete submissions will not be considered.

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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.

Direct applicants only, please no third-party applications.

*Independent contractors are not employees of Washington Maritime Blue. Contractors are expected to cover their own travel expenses. Maritime Blue will remit payment on a monthly basis.

Questions

Please Contact: info@maritimeblue.org
www.maritimeblue.org