



OAK Management, Inc.
225 Reinekers Lane, Suite 680
Alexandria, VA 22314-2875

Telephone: (703) 739-7636
Fax: (703) 739-7658

Position Title: Program Analyst to support the Ecosystem Assessment Program – Office of Science and Technology – NOAA Fisheries

Location: Silver Spring, MD

Salary: 45-55k/yr

Status: Full Time

Career Level: Entry Level

Relevant Work Exp: 2 yr

Education: Bachelor's Degree

OAK Management, Inc. is a small business focused on supplying our clients with innovative solutions in the area of program management, systems engineering, software development, and management consulting services. OAK Management has provided these professional services to the Federal government and our commercial clients since 1981. The company's client base includes offices in the Department of Defense, Department of Commerce, and commercial shipbuilding industries. Within the Department of Commerce, we have supported the National Oceanic and Atmospheric Administration (NOAA) National Marine Fisheries Service (NMFS) since 1998, providing a range of services from regulatory issues, requirements development, ship design and acquisition management, to specialized scientific support for Fisheries issues.

Duties: OAK Management, Inc. has an opening to support the NMFS Office of Science and Technology in coordinating the various activities conducted by the Ecosystem Assessment Program (EAP). This position will be a 1 year temporary placement with potential for long term employment.

Responsibilities

- Provide research and analysis support on NOAA's Strategy Execution and Evaluation (SEE) system planning activities to the EAP Coordinator and other Marine Ecosystems Division program staff.
- As required, represent EAP at Oceans Goal meetings and other meetings and functions.
- Work with NMFS program planning representatives to develop, draft and coordinate EAP baseline assessments, program plans, budget narratives, and other program planning and documentation as required.
- Coordinate the exchange of scientific research program information with the scientific staff at the NMFS Science Centers.
- Assist the EAP Coordinator in efforts to improve internal EAP information tracking systems and enhance cross-Line Office collaborations and communications on integrated activities.
- Contribute professional expertise and experience concerning US Government science policy, legislative process, and living marine resource management and conservation to the development of EAP program plans.

Minimum Essential Education: BS in environmental science, biology, or a related field. In lieu of an undergraduate degree, comparable or specialized experience working with Federal, state, or local government on issues related to aquatic resources or environmental management issues would be

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considered. Specialized experience is experience that equips the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position.

Minimum Essential Experience: (1) Ecosystem and living marine resources knowledge and background. (2) Proficient with MS Office Suite, particularly Excel. (3) Knowledge of Federal Budget processes.

Essential Skills/Capabilities: (1) Ability to build strong relationships based on mutual respect and trust. (2) Ability to deal successfully with ambiguities and unknowns. (3) Ability to perform multiple simultaneous functions with critical deadlines with little/no oversight. (4) Motivated, self starter. (5) Process oriented with an attention to detail. (6) Strong communication and writing skills. (7) Good understanding of ecosystem and living marine resource science.

Professional Licenses/Certifications: None required.

Security Clearance: The successful candidate must be able to obtain a NOAA security clearance permitting access to NOAA facilities. No visa sponsorships available.

Travel Requirements: Minimal domestic travel may be required.

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