

PROFESSIONAL POSITION DESCRIPTION

Position Title: Casco Bay Estuary Partnership (CBEP) Program Coordinator
Division: Catherine Cutler Research Institute Muskie School of Public Service
Department: Casco Bay Estuary Partnership, Catherine Cutler Institute
Location: Wishcamper Center, Portland
Schedule: Full-time, with occasional in-state and out-of-state travel outside of normal business hours
Reports to: Dr. Curtis C. Bohlen, Director and Principal Investigator

STATEMENT OF THE JOB:

The Casco Bay Estuary Partnership (CBEP) Program Coordinator works with CBEP's Director and Program Managers to ensure the implementation of the goals and objectives of the *Casco Bay Plan* and the Casco Bay Estuary Partnership in conjunction with the U.S. Environmental Protection Agency's (EPA) National Estuary Program.

The Coordinator provides organizational support for the CBEP Director and Program Managers. She/he utilizes organizational skills and knowledge of EPA and University procedures to support all CBEP activities. The Program Coordinator must have excellent time management and organizational skills and be detail oriented.

This position has significant responsibility for subcontracting, purchasing, budget management, general ledger, and procurement. She/he tracks CBEP activities to ensure CBEP complies with federal and university requirements and facilitates the timely completion of activities identified in CBEP's annual workplans. The Coordinator works with the Director and Program Managers to prepare reports to funders, including to EPA. She/he has primary responsibility for annual "match" and "leverage" reporting as well as reporting on use of "Bipartisan Infrastructure Law" funds through EPA's online NEPORT system.

The Coordinator provides input on policy and strategy development and implementation, assists with development of strategic plans and annual workplans and acts as lead staff on selected projects as designated by the Director. She/he provides logistical and other support for CBEP meetings and events.

This position coordinates interactions and communication with members of CBEP committees and working groups, EPA National Estuary Program managers, staff at state and federal agencies, local governments, nonprofits, USM, and other universities. She/he coordinates with university administrative offices, such as Human resources and the Research Service Center.

The Program Coordinator supervises administrative office staff, coordinates interns and temporary personnel, and oversees the work of contractors.

ESSENTIAL FUNCTIONS:

- Collaborate with Director, Program Managers, EPA, partners, and other organizations to develop and implement goals, strategies, actions and budget in support of the Casco Bay Plan and the National Estuary Program.
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- Monitors budget expenditures, projects budget needs, and reports to Director and Program Managers. Approves Monthly Financial Reports. Responsible for accounts receivable and payable.
- Assist the Director and Program Managers with procurement processes, including
 - Preparation of Request for Proposals and facilitating procurement processes, including identifying potential bidders, drafting the language of Requests, coordinating with the Director, the Research Services Center and EPA on terms, setting deadlines, issuing Requests, establishing review committees, and receiving and disseminating proposals.
 - Managing grant, subcontract, and subaward processes, including by reviewing and rating proposals, serving on review committees, notifying applicants or bidders, preparing award letters or subcontracts.
 - Assisting Director with negotiating terms and preparing contracts for environmental consulting and other professional services
 - Working with Program Managers to monitor and evaluate progress, authorize payments, review the final product, and share results.
- Manage the hiring process for summer employees, graduate interns, temporary staff, administrative personnel, and professional staff.
- Review and comment on draft CBEP documents and communications products including public-facing on-line content, fact sheets, press releases and technical reports
- Report project results to EPA via online NEPORT database, based on solicitation of project outcomes, match and leveraging from a multitude of partners. Assist Director with annual federal grant application and reporting process. Assist Director and Managers with supplementary grant applications and reporting.
- Organize events, meetings and conferences of CBEP Board, Committees, Councils, and partners, including venue selection, communication, developing participant lists, contacting speakers, coordinating logistics, choosing recognition items, preparation of notes or minutes, and follow-up.
- Correspond and make decisions in a professional, frequent, and timely manner on behalf of the Director and the Partnership via email, telephone, and in-person meetings.
- Initiate and maintain relationships and communication with program directors at state and federal agencies, nonprofits, partners, local government organizations, USM, and other universities. Represent CBEP at local and regional meetings and panels and at national conferences.
- Facilitate timely completion of tasks and projects identified in CBEP workplans.
- Additional duties as reasonably assigned

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:

SUPERVISORY RESPONSIBILITIES:

- Supervises seasonal employees, students workers, summer interns, and administrative staff. Oversees work of external contractors.

BUDGET RESPONSIBILITIES:

- Acts as financial manager on grants in excess of \$1 million annually, supporting the Director and Program Managers with budget preparation, tracking expenditures and grant management.
- Prepares budget spreadsheets and cost analysis information.
- Solicits bids and follows through with preparing contracts for various projects.

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

- Works with CBEP staff, interns, partners, and contractors to prepare written reports or other materials for publication.
- Manages CBEP’s public-facing resources including on-line reports library and reference material.
- Develops collaborative relationships with partners and colleagues.
- Represents CBEP at local and regional meetings and at national conferences including the Association of National Estuary Programs.

INTERNAL AND EXTERNAL CONTACTS:

Internal: Cutler, Muskie, Research Service Center, New England Environmental Finance Center, Strategic Procurement, Information Technology, Public Affairs, Advancement, Facilities, Conferences, Human Resources, University of Maine system, USM Environmental Science and Biology departments, UMaine Orono-Darling Marine Center.

External: EPA and other federal agencies, Association of National Estuary Programs, Maine State agencies, Maine municipalities, land trusts and non-profits, Greater Portland Council of Governments, Cumberland County Soil & Water Conservation District, Portland Water District, environmental engineering and other consulting firms, contractors, colleges and universities, vendors and suppliers.

KNOWLEDGE, SKILLS, AND ABILITIES:

QUALIFICATIONS:

Required:

1. Undergraduate degree or five years relevant experience (Administrative, office management position).
2. Demonstrated success in managing multiple projects.

Preferred:

1. Prior supervisory experience
2. Prior experience working on marine, estuarine or environmental topics
3. J.D. or M.S. in relevant area.

License/Certifications:

- Valid driver’s license.

NOTE: All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

Date Approved:

Date Revised: January 2024
Job Family: 11
Salary Band: 03
Unit: UMPSA
Position #: 00025825