PROGRAM EVALUATION COORDINATOR

CONTRACT ANNOUNCEMENT

The San Juan Bay Estuary Program (ESTUARIO) is seeking interested candidates to support the Executive Director and the San Juan Bay Estuary Team as Program Evaluation Coordinator to carry out the National Estuary Program’s Program Evaluation process for the San Juan Bay Estuary Program.

Every 4 - 5 years, the US Environmental Protection Agency (EPA) engages in the Program Evaluation (PE) to determine whether the National Estuary Program is making adequate progress in implementing the Comprehensive Conservation and Management Plan (CCMP) of each program and merit continued funding under §320 of the Clean Water Act (CWA). Continued financing for each NEP under §320 of the CWA is contingent upon Congress appropriating sufficient funds to the EPA to implement the NEP. The PE is broad and comprehensive, overseeing the following areas: research; reporting; outreach; financial management; assessment and monitoring; and administration. The evaluation includes tables to fill in as well as specific narrative answers. The PE usually ends with a field visit with representatives from EPA, and an ex-officio NEP director.

This year, the PE for the SJBEP will assess the 5 years from Fall 2016 to Fall 2021.

Responsibilities

* Oversee and carry out the Program Evaluation process in compliance with the EPA’s regulations regarding National Estuary Program’s accountability and the program evaluation schedule as set by EPA in the PE guidelines
* Ensure deliverables are completed on schedule, work with staff and other team members as needed to obtain necessary information.
* Develop a full report complying with the requirements of the PE accompanied by strong evidence supporting the continuation of the SJBEP under EPA’s National Estuary Program for the 2022-2027 period.
* Work with various stakeholders and partners that contribute towards the SJBEP’s CCMP implementation to obtain necessary information and technical support as needed
* Participate on conference calls with the EPA PE team as required
* Address the EPA PE team comments and provide any additional information requests by the PE team.
* Organize and host site visit to educate the Program Evaluators about the work we do on the field and with the residents of the San Juan Bay Estuary

REQUIRED QUALIFICATIONS:

* Available for approximately 6-8 months starting in October 2021.
* Familiar with EPA’s Program Evaluation process, deadlines, and guidelines, preferably with previous experience working directly to carry out and oversee the process
* Bachelor degree in urban planning and/or development, public administration, or related programs
* Works well independently and as part of a team, on the field, and behind a computer.
* Ability to effectively organize work, determine priorities, establish and monitor timelines, manage multiple projects simultaneously, and complete assigned tasks with minimal supervision
* Ability to effectively access and utilize computerized systems and equipment to complete assigned tasks, including; Microsoft Word, Excel, Outlook and PowerPoint; Adobe Acrobat; and other systems/programs as needed
* Ability to develop and maintain effective working relationships with co-workers, professional peers, the general public, to effectively work as a team and on individual assignments
* Ability to multitask efficiently, as well as adapts easily to dynamic and changing situations.
* Excellent communication and interpersonal skills, including speaking in public to diverse audiences and one-on-one conversations with various level of leaders and/or individuals
* Highly proficient in spoken and written English
* Excellent ability to synthesize information, analyze data

How to Apply:

Interested candidates should submit a cover letter and resume/CV by email no later than September 13, 2021 to: [reclutamiento@estuario.org](mailto:reclutamiento@estuario.org). The email must be directed to reclutamiento@estuario.org, and must specify in the subject the title of the position, "Program Evaluation Coordinator”.

THE SAN JUAN BAY ESTUARY PROGRAM

The San Juan Bay Estuary Program (SJBEP) is part of the National Estuary Program (NEP), created under Section 320 of the Clean Water Act (CWA), and managed nationally by the United States Environmental Protection Agency (USEPA). Its mission is to improve the water quality of the San Juan Bay Estuary. Per Section 320 of the CWA, each of the 28 entities affiliated to the NEP must submit to EPA Administrator a Comprehensive Conservation and Management Plan (CCMP) to guide the restoration efforts of the most important coastal ecosystems for the economy of the Nation. The main responsibility of each organization under the NEP is to coordinate and measure the implementation of the plan in partnership with the community, state, local, and federal governments and the Academia.

The Corporation for the Conservation of the SJBE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics.