



Position Description

Gulf of America Alliance Program Coordinator

The Gulf of America Alliance (Gulf Alliance), as a non-profit organization, is a partnership of the five Gulf States and supported by a broader network of federal agencies, academic organizations, businesses, and other non-profits in the region. The mission of the Gulf Alliance is to significantly increase regional collaboration to enhance the environmental and economic health of the Gulf of America.
(<http://www.gulfofamericaalliance.org/>)

General job description:

The Program Coordinator supports the regional program duties of the Gulf Alliance, specifically the needs of the Education & Engagement Team (EE Team), the Gulf Star Public-Private Partnership, and others.

This is a work-from-home or telecommuting position; working with all Alliance staff and reporting to the Program Director. Primarily, the Program Coordinator will ensure that the EE Team has what they need to effectively administer and facilitate their committee, including the duties and responsibilities listed below:

Duties & Responsibilities:

- EE Team Coordination
 - Facilitates team calls and meetings
 - Assists in the development of meeting agendas for review by the Team chairs and/or steering committee members
 - Coordinates travel for Team meetings (this includes sharing meeting logistics, but does not include making travel arrangements))
 - Assists the Team in tracking goals and objectives of the current Governors' Action Plan
 - Ensures steering committee and team are updated on team project progress
- Team Project Management
 - Provides vision for implementing the EE team objectives
 - Assists with external project proposals when appropriate
 - Manages team projects in coordination with the business office
 - RFP development and technical review
 - Subrecipient agreement development
 - Invoice review, approval, and tracking
 - Tracks and shares progress of team projects
- Topical Engagement
 - Be knowledgeable about topical information relevant to the activities of the EE Team
 - Participates in national or regional workshops relevant to the activities of the EE Team
- Participation in HQ management of GOAA activities
 - Participates in the monthly Alliance Coordination Team calls



- Participate in HQ activities such as coordination of Gulf Alliance meetings, communications, and coordination

Performs other duties as assigned or required (to include, but not limited to the tasks listed above).

Qualifications, Knowledge, and Skills Required:

- Ability to anticipate EE Team needs and collaboratively work with the Team Chair, Team Steering Committee members, and other GOAA employees to address those needs.
- Proven facilitation skills that encourage collaborative thinking and decision-making.
- Bachelor's degree, preferably in an education, communication, scientific, or policy related discipline and a minimum of two (2) years of experience in collaborative project management, including working on committees or teams and compiling information for group discussion.
- Be proactive about project needs and take the initiative without waiting for direct instructions.
- Computer proficiency in all MS Office applications (Word, Excel, PowerPoint, Email communications, Teams, etc.).
- Outstanding oral and written communication skills, including ability to interact effectively with all levels of staff, partners, and subcontractors.
- Excellent organizational and time management skills with strong attention to detail are required. Flexibility and ability to handle multiple tasks, prioritize appropriately, and meet key deadlines with a solution-oriented mindset.

Status:

Full-time, exempt. The Gulf of America Alliance is an at-will employer and employment does not constitute a contract.

Compensation:

Salary is commensurate with experience, ranging from \$55,000 to \$65,000 per year (including \$4,000 health insurance allowance which is considered part of base pay after 1st year).

Benefits:

- Flexible/remote work location; but must be located in the Gulf region (FL, AL, MS, LA, TX)
- Personal leave accrued at a rate equivalent to 15 days per year
- Sick leave accrued at a rate equivalent to 12 days per year
- 8 weeks paid parental leave (after 25 weeks of employment)
- 14 paid holidays
- 403b retirement savings plan

How to Apply:

Interested parties should send cover letter and resume to the Gulf Alliance Director of Business Operations by December 12, 2025. They can be submitted electronically to Ali Robertson at Ali.Robertson@gulfalliance.org.