

Job Opportunity: Program Associate

MORRIS K. UDALL AND STEWART L. UDALL FOUNDATION

U.S. INSTITUTE FOR ENVIRONMENTAL CONFLICT RESOLUTION

The Udall Foundation's U.S. Institute for Environmental Conflict Resolution (U.S. Institute) is seeking a skilled professional to serve as a Program Associate. This job is a full-time, permanent, Federal position in an Excepted Service Appointment. The location for this position is Tucson, Arizona.

The U.S. Institute is a program of the Morris K. Udall and Stewart L. Udall Foundation, an independent executive branch agency that promotes leadership, education, collaboration, and conflict resolution in the areas of environment, public lands, and natural resources. Please see the attached announcement for additional details on this opening.

Reporting to the Director of the U.S. Institute for Environmental Conflict Resolution, and working with other Program Managers and Program Associates, the successful candidate will provide support for mediation, facilitation, or training services. Projects often are complex and contentious, requiring independent thought and coordination. The successful candidate will work primarily on the Missouri River Recovery Implementation Committee (MRRIC), along with other projects. MRRIC is a nearly 70-member collaborative body, representing a diverse group of Tribal, State, Local and Federal interests. Regular meetings provide a forum for stakeholders to develop a collaborative recovery plan to replace lost habitat and protect threatened and endangered species.

Candidates may submit a cover letter, resume, three references, and writing sample to:

Olivia Montes
520-901-8574
montes@udall.gov

OVERVIEW

Opening and closing dates: Announcement posted on April 30, 2019. Open until May 21, 2019.

Pay Grade: Equivalent to a GS-09 (The Udall Foundation is an excepted service Federal agency, and therefore not on the GS scale)

Salary: \$52,381 to \$68,095 for Tucson, Arizona.

Location: One vacancy in Tucson, Arizona (relocation expenses may be paid in accordance with Federal Travel Regulations if the selecting official determines the relocation is in the best interests of the Government.)

Work Schedule: Full-time

Appointment Type: Permanent

Supervisory Status: No

Promotion Potential: Yes

Who May Apply: This job is open to United States Citizens

Travel: Travel is required. ~1 trip per month of 3-4 days is anticipated.

INTRODUCTION:

Reporting to the Director of the US Institute for Environmental Conflict Resolution (Director of the USIECR), or the Director of the DC Office of the Udall Foundation (DC Office Director), the Program Associate supports USIECR projects by working with Senior Program Associates, Program Managers, and Senior Program Managers on case management assessment, contracting, client and stakeholder communications. meeting planning, and logistics.

Major Duties and responsibilities:

Support and assist Senior Program Associates and Program Managers to provide USIECR services to include:

Under the supervision of the USIECR Director or DC Office Director, and the direction of Program Managers, independently perform general information intake; support the management of the Institute's role in the contracting process for neutral selection; and support the management of the neutral contract, often for multiple projects simultaneously.

With assistance and direction from Senior Program Associates, and often under the direction of Program Managers, the incumbent drafts Scopes of Work (SOW) and prepares both routine and complex budgets for projects and programmatic efforts for review, editing, and approval by the Program Managers. Budgets should reflect appropriate estimation of tasks, level of effort, timeliness, costs, and milestones.

Assist Senior Program Associates and Program Managers with case/conflict assessments by arranging interviews and summarizing the assessment interviews in order to draft findings and develop draft recommendations and reports.

Under the supervision of the Institute Director, Director of the DC Office and the direction of Senior Program Associates and Program Managers, plan and facilitate small group discussions and caucuses as part of USIECR projects.

Summarize meeting discussions succinctly and accurately for Program Manager 's review and provide such summaries in a timely manner as directed after meetings.

Manage logistics for large complex conflict resolution projects.

Accurately implement federal and Foundation policies related to records management. personnel policies, data base management. and project administration requirements.

Draft communications to be transmitted to contractors and project participants about meeting schedules, results. and follow up steps on a regular basis.

Other duties as assigned.

The position may involve significant travel.

QUALIFICATIONS REQUIRED:

1. GENERAL QUALIFICATIONS

Demonstrated experience with organizational. administrative, financial. or project coordination.

Demonstrated flexibility and ability to work independently, while also capable of working collaboratively with a team to develop and carry out an overall program.

Excellent collaborative interpersonal skills.

Demonstrated ability to ensure administrative tasks and processes are completed in a timely manner.

Proficiency with databases, spreadsheets. research tools, online collaboration tools, and social media.

Demonstrated excellence in both oral and written communication. (A writing sample is required.)

2. TECHNICAL QUALIFICATIONS

At least a Bachelor's degree and two (2) years' experience in environmental, natural resources, or land use law, science, policy, or planning related to complex public policy issues, and demonstrable experience assisting with environmental project management, public policy negotiations, collaborative processes, or consensus seeking processes.

At least one (1) year of facilitation experience or equivalent educational experience. Experience with electronic tools for developing and tracking project budgets.