

Climate Ready Workforce Program Coordinator Recruitment Announcement

One of NOAA's strategic priorities is to establish a Climate Ready Nation by 2030. To meet that goal, the NOAA Climate Program Office and National Sea Grant Office are launching the Climate Ready Workforce (CRW) initiative to recruit skilled workers into good quality jobs that promote climate resilience. The CRW will support private and public sector training and recruitment of workers into good jobs that enhance climate resilience, thereby growing economies in coastal states, tribes and territories. The Program Coordinator for the Climate Ready Workforce (CRW) Program will perform a range of activities, as follows:

- support successful CRW award recipients;
- research, analyze, and gather data for program performance reporting and evaluation;
- assist with the development of reports and briefings;
- assist with the grant competition;
- organize information and collaboration sessions;
- support panel review;
- correspond with reviewers and cognizant officials;
- and characterize emerging skills and needs for good jobs that enhance climate resilience.

Qualified candidates should have:

- A bachelors or masters degree (preferred) in a field related to NOAA's mission (e.g. climate, Earth system science, atmospheric or ocean science, meteorology) and a NOAA/Federal government-related mentorship, fellowship, or internship experience;
- Demonstrated knowledge of climate science, climate policy, and/or resilience/adaptation planning;
- Exceptional organizational, interpersonal and written/oral communication skills;
- Ability to work independently and in inter- and intra-agency teams to accomplish tasks under tight deadlines;
- Ability to maintain confidentiality;
- Work collaboratively with team members and leadership and interact respectfully with people from diverse backgrounds and academic levels.

Preferred qualifications:

- Masters degree;
- Experience with federal grants programs management;

- Experience preparing briefings, fact sheets, memos or other communication materials for a wide range of audiences;
- Ability to write in [Plain Writing \(following the Act of 2010\)](#) using clear, concise, well-organized text and following other best practices appropriate for workforce and resilience professionals.
- Demonstrated ability to multitask, communicate effectively, and work with a team on multifaceted issues.

Eligibility

This Federal appointment will be made using a non-competitive pathway that promotes students who have participated in NOAA mentorship programs, providing a clear mechanism to pursue positions in NOAA's Federal workforce. Therefore, applicants must have a record of NOAA mentorship through the form of fellowships or similar programs. If you have questions about your eligibility, please contact the hiring points of contact. Details on eligibility and suitable programs include:

1. Internship or fellowship programs that provide developmental or professional experiences to individuals who have completed their formal education;
2. Training and associateship programs designed to increase the pool of qualified candidates in a particular occupational specialty;
3. Professional/industry exchange programs that provide for a cross-fertilization between the agency and the private sector to foster mutual understanding, an exchange of ideas, or to bring experienced practitioners to the agency;
4. Residency programs through which participants gain experience in a Federal clinical environment, and;
5. Programs that require a period of government service in exchange for educational, financial, or other assistance.
6. It is the policy of the Department of Commerce (DOC) to employ only U.S. Citizens or persons owing permanent allegiance to the United States.

Application Information:

Deadline: Applications will be accepted through Tuesday June 27, 2023 (11:59PM ET)

Anticipated start date: August, 2023.

Duty station: Silver Spring, MD or remote

Hiring level: This position will be filled at the ZA-3 level (GS-11 equivalent). There is no promotion potential during the term appointment.

The position will be a **term-limited appointment of up to 4 years** under Schedule A(r), and will not be extended.

Through our commitment to diversity and inclusion, CPO strives to make current and future employees able to contribute their talents in a place they feel welcome, supported, and empowered to support NOAA's mission.

Applications should be in the form of a cover letter and resume and should be submitted to Todd Christenson (todd.christenson@noaa.gov). Please contact him with any questions.