



## **Job Description: Part-Time Logistics Manager - The Ocean and Us**

**Position Title:** Travel Logistics and Partnership Manager

**Employment Type:** Part-Time, Temporary with a possible opportunity to extend to full-time (depending on funding and performance)

**Hours:** 25 hours per week (July, August)

**Location:** Remote with potential travel

**Compensation:** Lump Sum Salary of \$5000 USD

**Duration:** 2 months

This is a remote position (no traveling required). Preference towards someone who is on Eastern Standard Time (EST).

**About The Ocean and Us and The Ocean Hope Expedition:** We are an ocean advocacy organization that focuses on a range of ocean challenges including climate change, overfishing, pollution and the emerging threat of deep-sea mining. A core part of our work is to elevate women's perspectives in the ocean space in order to accelerate solutions.

The Ocean Hope Expedition is a journey from Alaska to Chile, with the aim of engaging communities, policymakers, and the general public in meaningful discussions about the dangers of deep sea mining.

Farah Obaidullah Founder of Women4Oceans & The Ocean and Us, will start her journey at the end of August and along the way, she will interact with various stakeholders, including universities, fisheries associations, tech and EV companies, conservation groups, and scientists, to gather support for a global moratorium on deep-sea mining. This collective declaration will be presented to the International Seabed Authority in 2025. The journey will be chronicled on YouTube and shared in all social media outlets.

**Position Summary:** We are seeking a highly organized and detail-oriented Logistics Manager to manage the logistics for the Ocean Hope Expedition. The successful candidate will be responsible for coordinating travel arrangements, engaging stakeholders, managing schedules, and ensuring the smooth execution of all logistical aspects of the trip.

In this role, you will assist the founder in prioritizing tasks, managing logistics, and ensuring the smooth execution of the tour. Exceptional communication and networking skills are essential, as is the ability to build and maintain relationships with partners and potential funders. The successful candidate will be a self-starter, able to work independently and under pressure.

**Key Responsibilities:**

- **Expedition Planning and Coordination:**
  - Develop and manage the overall project plan, timeline, and budget for the expedition.
  - Coordinate logistics, including travel arrangements, accommodations, equipment, and supplies.
  - Ensure all necessary permits and approvals are obtained for research and activities in various regions.
  - Coordinate with local contacts in various locations for on-ground support.
  - Assist in organizing community engagement events, presentations, and meetings along the route.
  - Monitor project progress, provide regular updates, and ensure successful project delivery
- **Schedule Management:**
  - Develop and maintain a detailed trip schedule, including meetings, events, and media engagements.
  - Ensure timely communication of schedule updates to all team members.
- **Partnership Development:**
  - Identify and cultivate relationships with potential partners, including NGOs, academic institutions, governmental agencies, and private sector entities.
  - Develop and implement strategies for engaging partners in collaborative projects and initiatives during the tour.
- **Communication:**
  - Act as the primary point of contact for logistical inquiries and issues during the trip.
  - Maintain regular communication with team members, local contacts, and stakeholders to ensure smooth operations.
- **Budget Management:**
  - Track expenses related to travel and logistics, ensuring adherence to the budget.
- **Risk Management:**
  - Identify potential logistical challenges and develop contingency plans.
  - Ensure safety protocols are followed throughout the trip.

**Qualifications:**

- Proven experience in logistics coordination, event planning, or project management for at least 3-5 years.
- Proven experience in partnership development, project management, or stakeholder engagement, preferably in the field of ocean conservation or environmental sustainability (but not required)
- A proactive self-starter who solves problems independently with minimal guidance.
- Experience living or traveling along the west coast of the Americas (including North, Central and South America)
- Excellent organizational and multitasking skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and other relevant software.
- Knowledge of travel logistics and international travel requirements.
- Passion for environmental conservation, ocean advocacy and awareness campaigns is a plus

**How to Apply:** Interested candidates are invited to submit a resume and a brief cover letter outlining all your relevant experience and why you are interested in this position to [info@theoceanandus.org](mailto:info@theoceanandus.org).

Please include "Logistics Manager Application" in the subject line.

**Application Deadline:** 05-July-2024

We look forward to finding a dedicated individual who is excited to contribute to our mission of raising awareness about the dangers of deep-sea mining and protecting our oceans.