



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

**Position Title:** Project 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) or Central European Time (CET).

**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 an experienced and highly organized Project Manager to lead the Ocean Hope Expedition. The successful candidate will be responsible for overseeing all aspects of the expedition, including planning and execution along with the Logistic Manager.

This role requires excellent leadership skills, a passion for ocean conservation, and the ability to manage complex logistics and multidisciplinary teams.

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.

### **Key Responsibilities:**

- **Team and Project Management:**
  - Develop a comprehensive project plan, set goals and coordinate all project phases, from initial development through implementation.
  - Assist the founder in prioritizing tasks, assigning tasks and setting clear objectives
  - Monitor project progress continuously and ensure milestones and deliverables are completed.
  - Foster a collaborative and positive team environment and provide regular updates to the team.
  - Assist in fundraising efforts and partnerships conversations
- **Stakeholder Engagement:**
  - Serve as the primary point of contact for all internal and external partners, stakeholders and volunteers.
  - Organize and facilitate internal and external meetings.
- **Risk Management:**
  - Identify potential risks and develop contingency plans to mitigate them.

### **Qualifications:**

- Proven experience in project management for at least 3-5 years
- Strong organizational and multitasking skills, with a keen attention to detail.
- Ability to work independently and as part of a team. A proactive self-starter who solves problems independently with minimal guidance.
- Excellent leadership and team management abilities.
- Effective communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Proficiency in project management tools and software.
- Passion for ocean conservation and commitment to the mission of the Ocean Hope Expedition..
- Proficiency in Microsoft Office Suite and other relevant software.

**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 "Project 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.