

### **SCOOP Program Administrator**

SURA® is currently seeking a Program Administrator for our federally-funded coastal research – SURA Coastal Ocean Observing and Prediction (SCOOP) program.

The SCOOP Program Administrator is responsible for providing administrative support for the SCOOP program. This is an exempt level, two-year term position, based at our headquarters in Washington, DC, and requires some travel. The successful candidate will interact routinely with SURA's program directors and managers and will work closely with program staff to ensure timely and complete delivery of program support functions.

#### Responsibilities:

- Administers the SCOOP program, including providing relevant information and responding to inquiries; collecting, assembling and distributing information; etc.
- Assists with communications activities related to SCOOP, including the writing, editing, packaging and distribution of documents and reports, and with events planning, logistics support, and teleconferencing for the program.
- Organizes and maintains the files and records related to the SCOOP program to ensure effective document and records management.
- Supports web page content owner to maintain and update the SURA Web site and other program specific web sites, i.e., wikis

#### Requirements:

- Bachelor's degree in related field preferred, plus two years related experience, or an equivalent combination.
- At least five years of responsible administrative experience as principal support provider and coordinator in multi-person office. Experience in an educational, scientific, or R&D organization is desirable.
- Experience and demonstrated ability in planning, organizing, prioritizing, coordinating, and facilitating activities with internal staff and external members, and the ability to work independently and travel as necessary.
- Excellent interpersonal skills, discretion, judgment, and organizational ability and initiative. Competency in problem solving, decision making, verbal and written communications, and conflict resolution.
- Proficiency with office automation and other office technologies. Excellent knowledge of software applications including Microsoft Office suite, e-mail applications, and database management. Working knowledge of web-based applications and accessibility.

SURA offers an attractive benefits package. To be considered, e-mail resume along with salary history and current salary requirement to [jobs@sura.org](mailto:jobs@sura.org) referencing **SCOOP Program Administrator**. No phone calls, faxes, or agencies please.

**SURA® is proud to be an, Equal Opportunity Affirmative Action Employer.**