Program Manager
Smithsonian Institution
Tennenbaum Marine Observatories Network and MarineGEO program

The Smithsonian Institution’s MarineGEO program seeks an excellent candidate to join our team as Program Manager. MarineGEO is a global network of partners that uses a shared toolkit of standardized observations and coordinated experiments to understand how coastal marine life and ecosystems respond to global change. The partnership is coordinated by the Smithsonian’s Tennenbaum Marine Observatories Network (TMON).

The Program Manager supports the MarineGEO/TMON Director by leading management of the program’s diverse operations, financial planning, and budget execution; and by aiding development of strategy and new opportunities.

Specifically, the Program Manager coordinates administration of the international network, leads accounting and reporting responsibilities, manages formal agreements with partners, prepares summaries of program progress and needs, manages administrative logistical needs, and supports outreach initiatives. The Program Manager works with the Director in developing MarineGEO’s collaborative network of partner sites globally, including coordination of research and training activities, as well as fellowship and internship management.

The ideal candidate will hold at least a M.S. degree in biology, oceanography, or environmental science with a marine focus. Because the project involves a collaborative global partnership, strong organizational, communication, writing, and people skills are essential. Experience managing large grants, budgets, and/or collaborative research programs is strongly preferred.

The Program Manager position will be based at the Smithsonian Environmental Research Center in Edgewater, MD. This is a full-time, permanent, trust-fund position with similar requirements and benefits to a federal position. The position is open to all candidates eligible to work in the United States.

MarineGEO values diversity in all forms, and the Smithsonian Environmental Research Center community recognizes the value of diversity in promoting innovative science and creative solutions. We recognize that each applicant brings unique skills, knowledge, experience, and background, and that competitive candidates will have some, but not necessarily all, of the listed qualifications and experiences. We encourage persons from historically underrepresented groups to apply. The Smithsonian Institution is an equal opportunity employer, committed to non-discrimination on the basis of race, ethnicity,
national origin, gender identity and expression, sexual orientation, age, religion, marital/parental/caregiver status, and disability.

This is a Smithsonian Trust position at the IS-11/12 level (starting salary $74,950-92,829), depending on qualifications, and offers paid leave, health, vision, dental, and other benefits. Proof of authorization to work in the U.S. is required. This is not a federal position.

To Apply, please submit a single PDF including (1) a 1-2 page cover letter with summary of career goals, experience, and interests relevant to the MarineGEO program; (2) a current Curriculum Vitae; and (3) names and contact information (postal address, email address, and phone number) of three references to MarineGEO@si.edu with the subject line ‘MarineGEO Program Manager search – SURNAME’ with your surname in capital letters.

Review of applications will begin on May 12, 2022 and continue until the position is filled.