



Blue Economy Senior Program Manager Job Description | Full-time, Exempt

Organization Overview: The West Business Development Center (West Center) is a 501(C)(3) organization committed to providing business technical assistance and economic development services across rural Northern California. We offer one-on-one business counseling, workshops, and training programs, at no cost to individuals, that foster economic and social empowerment. We support rural economic development through advocacy with local governments, agencies, and financial institutions, as well as industry specific sectors to achieve economic resiliency, poverty alleviation, product innovation, and community prosperity. Our Core Values: Inclusiveness, Optimism, Respect, Collaboration, Integrity.

Position Overview: The primary role of the Blue Economy (BE) Senior Program Manager is to manage the expanding Blue Economy projects under West Center. The Senior Program Manager will work under the supervision of the West Center CEO and play a pivotal role in supporting a variety of Blue Economy activities. These include: establishing a marine-based training program for commercial fishing, developing a public community marketplace to facilitate direct seafood sales to consumers, convening North Coast Regional BE stakeholders and facilitating collaborative networks to advocate for streamlined policy and increased investments, develop innovative technologies, expand markets, and advance oceanic research.

“The Blue Economy refers to sustainable use of ocean resources for economic growth, improved livelihoods, and jobs while preserving the health of ocean ecosystems. It encompasses various sectors such as fisheries and aquaculture, renewable energy, maritime transport, coastal tourism, marine biotechnology, and conservation. The concept emphasizes the importance of integrating ocean-related activities in a way that promotes environmental sustainability, social equity, and economic prosperity.”

Key Responsibilities:

Project Management

- Plan, develop, implement, evaluate and coordinate various Blue Economy projects.
- Manage the interdependency of projects, overseeing timelines, resources, and deliverables.

Program Development

- Work with stakeholders such as harbor vessel operators and marine businesses to identify knowledge and skill gaps in the commercial fishing sector and related industries.
- Support the creation and development of curriculum and trainings to address these gaps.
- Work with the Noyo Harbor, city and county officials, commercial fisherman and other stakeholders to establish an ongoing community seafood market in Fort Bragg.

Community Outreach and Stakeholder Engagement

- Engage in community outreach activities and participate in events to gather input and build partnerships with stakeholders.
- Cultivate strong working relationships with suppliers, vendors, harbor fishing communities, marine businesses, and other relevant stakeholders.
- Coordinate and facilitate stakeholder meetings, draft minutes, reports, and follow-up materials to ensure effective communication and collaboration.
- Attend local and regional meetings to foster collaboration and advocate for Blue Economy interests.

Budget Management and Reporting

- Manage budgets for Blue Economy projects.
- Prepare quarterly progress reports and collect metrics to measure the impact of initiatives.
- Write and compile reports as needed.

Desired Knowledge, Skills and Abilities:

- Proven experience in project management and development, preferably in economic development or community revitalization.
- Strong multitasking and problem-solving skills.
- Ability to work independently and collaboratively in a dynamic environment.
- Highly skilled in the use of computers and comfortable working with cloud-based software programs, preferably in a PC, Windows-based operating environment.
- Excellent written and oral communication skills, including report writing.
- Strong interpersonal skills and confidence in talking to people both in groups and on a one-to-one basis.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Skill in budget preparation and fiscal management.
- Knowledge of contracts and grants preparation and management.
- Ability to gather and synthesize data, compile information, and prepare reports.
- Strong program planning and implementation skills.
- Skill in organizing resources and establishing priorities.
- Ability to develop, plan, and implement short- and long-range goals.

Work Schedule: This position is located in Fort Bragg, CA and is based on 40 hours of work per week; however, it is not a traditional 9-5 role and may require travel and some work in the evenings and on weekends.

Compensation and Benefits: \$66,560/year exempt. Paid PTO; Paid Sick Leave; Paid Holidays; Monthly Health Stipend; Cell Phone & Internet Reimbursement (partial); 3% Monthly Retirement Contributions.

How to Apply: Interested candidates should submit a résumé, cover letter, and three professional references to maryanne@westcenter.org. **Please indicate "Blue Economy Senior Program Manager "** in the subject line. Applications will be accepted until the position is filled.

West Center is an equal opportunity employer and encourages people from diverse backgrounds to apply. Funding for this program comes primarily from the Employment Development Department and the California Governor's Office of Economic Development (GO-Biz).

WORK ENVIRONMENT: Regularly sits or stands for long periods at a computer; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lift and carries items up to 30 pounds; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and with the general public, frequently reads and interprets agreements and other documents. Constant sit in an office chair, keyboarding and visual contact with computer terminal; frequent walking, standing, wring, bending, and reaching; occasional lifting of items weighing less than 30 pounds, reaching, and lifting above shoulders, carrying boxes of materials from place to another.