

Position Description  
Interagency Arctic Research Policy Committee (IARPC)  
Project Coordinator and Web Manager

Federally funded interagency cooperation in Arctic research is more important than ever. Rapid changes are affecting the Arctic region's biodiversity and people in many ways, including by increasing access to the region for energy and mineral development, shipping, tourism, and military operations—human activities that may carry both risks and opportunities for the Arctic. Federal agencies are conducting scientific research to understand those changes, risks, and opportunities; policy makers are increasingly relying on that science to make decisions and form practical responses. The IARPC five-year research plan aims to support those decisions with enhanced interagency cooperation to address the most pressing needs in the Arctic.

The IARPC Project Coordinator and Web Content Manager will be responsible for maintaining the content of the IARPC public website. They will also be responsible for maintaining workspace tools used by Collaboration Teams to effectively coordinate interagency activities and communicate with external partners domestically and internationally. The qualified candidate will ensure a current and attractive website that highlights Federally-funded Arctic research activities consistent with the guidelines for websites provided by the National Science and Technology Council (NSTC.) Administratively, the candidate will employ web-based tools to coordinate implementation team meetings, maintain a calendar of events, keep and maintain mailing lists, and manage documents through the website to ensure smooth and ongoing communication within and between Collaboration Teams and with the IARPC Staff Group. The Project Coordinator and Web Content Manager will be responsible for reporting on Collaboration Teams' activities to the science community and general public through website content and other means.

In addition to web content responsibilities, the qualified candidate will provide support for Collaboration Teams as needed and will develop outreach activities such as workshops, webinars, town hall meetings, newsletters, and public announcements of activities.

Tasks include:

- Maintaining the IARPC website consistent with the guidelines for websites provided by the NSTC
- Maintaining meeting schedules for all IARPC Collaboration Teams and any subgroups
- Maintaining the IARPC Collaboration Team reporting and tracking system
- Identifying success stories and translating those to public information on the website

- Responding to information requests through database inquiries
- Identifying areas for cross-cutting activities
- Providing support for Collaboration Teams' outreach activities
- Initiating outreach activities such as workshops, town hall meetings, newsletters and public announcements of activities
- Travel to domestic meetings in support of Collaboration Team activities
- Other activities as assigned

Minimum required skills/experience:

- Excellent verbal and written communication skills
- Understanding of science issues
- Proficiency with Access database tools

Desirable skills/experience:

- Master's degree or equivalent
- Experience as a science project coordinator
- Familiarity with Arctic Science issues
- Familiarity with web-based communication tools
- Experience working with scientific and/or advisory committees
- Familiarity with U.S. Federal agencies

Location:

Qualified candidates must be located within the United States; the availability of office facilities will be dependent on the location of the successful candidate and may involve telecommuting.

Compensation:

The position will be managed through a Professional Services Agreement with the Arctic Research Consortium of the U.S (ARCUS) and is funded by the National Science Foundation. The agreement will be equivalent to a salary range of \$52,000-67,000; an additional amount of 20% of the salary equivalent can be negotiated to cover benefit costs of the successful applicant, which would be solely the responsibility of the individual to purchase. The position will be supervised by the IARPC Executive Secretary.

*Equal Opportunity Employer*