

Position Title: Policy Analyst (Full-time)

Locations: Silver Spring, MD; Columbia, SC; or Tallahassee, FL

Reports To: Project Manager

About the Company

We are a growing environmental sciences consulting firm headquartered in Columbia, South Carolina, with approximately 50–100 nationally distributed employees and a strong portfolio of clients, contracts, and projects. Our multidisciplinary team provides environmental, scientific, technical, geospatial, and program management consulting services to public and private sector clients nationally and internationally, particularly addressing coastal and marine resource topics.

Position Summary

Research Planning, Inc. (RPI) is seeking qualified candidates to support the NOAA Office for Coastal Management (OCM) in meeting its responsibilities under the Deep Seabed Hard Mineral Resources Act (DSHMRA). Up to two positions may be located at federal offices in Silver Spring, MD. Remote work may also be possible for candidates within commuting distance of Silver Spring (e.g., the DC area). One position may be able to be filled at RPI office locations in Tallahassee, FL, or Columbia, SC. These positions are currently funded for one year.

Salary: \$60,000–\$80,000 annual base salary plus benefits.

Responsibilities

Support the policy and communications tasks below and assist with components of regulatory review coordination tasks.

Policy and Communications

- Assist with maintaining federal records and files under the Government's direction.
- Gather data and draft technical summaries to support federal staff in responding to NOAA, Department of Commerce, or Congressional requests and ensure OCM, NOS, and NOAA have access to high-quality information and talking points regarding OCM activities and partnerships.
- Assist with the development and implementation of rollout plans to communicate major decisions or activities.
- Manage information - generating customized, accurate, and up-to-date responses to inquiries relative to actions and expenditures associated with OCM programs.
- Review incoming DSHMRA exploration license and commercial recovery permit applications to analyze alignment with technical, statutory, and regulatory criteria, providing sufficiency reports to federal staff.

- Develop draft Federal Register notices and assist with coordination of virtual public hearings, as needed, to gather public comment.
- Synthesize, sort, and format public comments to support independent evaluation and final regulatory response by NOAA federal staff and General Counsel.
- Support the review and collection of responsive records for incoming FOIA requests.

Regulatory Review Coordination

- Assist with the tracking and processing of regulatory clearance packages. Support coordination between NOAA technical experts and NOAA OGC to ensure documents meet legal and documented standards.
- Maintain a centralized tracking matrix for all active DSHMRA regulatory clearance packages, documenting milestones from initial application through final interagency disposition.
- Review draft regulatory packages for administrative completeness and compile necessary scientific attachments, maps, or geospatial datasets prior to submission to the NOAA OGC.
- Monitor, log, and distribute follow-up action items stemming from OGC legal reviews or interagency consultations to facilitate timely processing schedules.

Experience Requirements

- Bachelor's Degree from an accredited institution in marine science, oceanography, environmental policy, or a closely related discipline.
- Minimum of three (3) years of professional experience drafting technical communications to support federal or Congressional requests, synthesizing public comments, and analyzing statutory criteria for regulatory applications; or, one (1) year of professional experience and a master's degree in marine science, environmental policy, public administration, marine policy, or a related field.
- Experience preparing written policy analysis documents, regulatory summaries, briefing papers, or decision-support materials.
- Strong written communication skills and ability to produce high-quality written products on short timelines.
- Experience reviewing technical or policy documents and providing clear and concise written feedback.
- Ability to manage multiple priorities and work effectively in a fast-paced, collaborative environment.

Preferred Qualifications

- Demonstrated proficiency in reviewing complex statutory frameworks to provide technical reports to federal staff.

- Working knowledge of coordinating virtual public hearings and supporting Freedom of Information Act (FOIA) record collections.
- Experience drafting high-quality Federal Register Notices and media talking points.
- Current or recent NOAA security clearance and CAC credentials.

Physical and Mental Requirements

The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position, with or without reasonable accommodation:

- Prolonged periods of sitting and working on a computer at a designated office location.
- Frequent use of hands and fingers for typing.
- Ability to communicate effectively verbally and in writing.
- Ability to analyze information, exercise sound judgment, and make decisions based on established guidance and procedures.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

Offers of employment for this role will depend on applicants' successful completion of a federal agency background check with fingerprinting.

Equal Opportunity Employment

Research Planning, Inc. is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, age, genetic information, or pregnancy, or any other characteristic protected by law. Our policy of equal employment opportunity applies to all aspects of employment, including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are committed to fostering a fair and merit-based workplace where every employee feels valued and respected.

To Apply

Please submit your resume and a brief cover letter outlining your qualifications and experience to careers@researchplanning.com, indicating "Policy Analyst" and your name in the subject line. Leading applicants may be contacted for a phone, online, and/or in-person interview; professional references; degree transcripts/certifications; and writing or other work samples.

Do not phone, contact staff members, or appear in person to apply or seek information on this position. Please understand that due to the potential volume of interest, we may not be able to respond to all applicants.