RESEARCH PLANNING, INC.
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Position Title: Environmental Program Analyst (Full-Time)

Location: Silver Spring, MD

Position Summary

RPI is seeking qualified candidates to provide Program Analyst support to the National Centers for Coastal Ocean Science (NCCOS) Coastal Research Program (CRP). The position supports the planning, coordination, implementation, and oversight of coastal and estuarine research initiatives, including competitive funding programs, research project management, portfolio tracking, and science communication.

Key Responsibilities

Strategic Planning & Peer Review

- Support CRP leadership and program managers to develop future program plans including advising on program development, execution, and potential areas of risk.
- Assist program managers in research prioritization by engaging with internal and external partners and stakeholders on management needs and through synthesis of published priorities.
- Assist CRP staff with the peer-review process for competitive programs, including identifying mail and panel reviewers, assisting with review of Letters of Intent and coordination of panel reviews.

Project Administration

- Oversee assigned projects across program areas to include ESLR, HAB and Community Directed spending Projects. Coordinate grant material submissions and engage with project teams at least quarterly, grant oversight activities and review progress reports and ensure that project objectives are being met, and that project spending, expected outputs and outcomes are on track throughout the course of the project.
- Maintain communications with the principal investigators (PIs), managers, and stakeholders to maximize transition and application of research and work with PIs to coordinate manager and stakeholder meetings.

Science Communication and Outreach

- Lead responses to informational requests across program areas including budgets, project activities, accomplishments, and federal funding recipients. Maintain and update associated portfolio databases.
- Serve in various working groups, committees, teams and review panels to support NCCOS and CRP leadership in programmatic areas. Participate in relevant conferences and workshops to promote program accomplishments and conduct stakeholder outreach.
- Lead efforts to update or create content for web pages, produce news stories to highlight findings and activities, develop project announcement materials and issue press releases as needed. Update and maintain relevant publication databases.

Required Qualifications

- Master's degree in marine science, environmental science, ecology, or a related field, plus at least four years of relevant experience, including experience supporting a natural resource management or applied science program. Knowledge of ecological research principles and practices, particularly in estuarine and coastal environments.
- Planning experience, coordinating, implementing, or overseeing ecosystem research projects or programs focused on coastal or estuarine issues.
- Excellent written and oral communication skills, including the ability to clearly convey scientific and technical information.
- Strong interpersonal, organizational, and collaboration skills.
- Proficiency in word processing, databases, and spreadsheet applications, including Microsoft Office or Google Workspace, and experience with basic statistical analysis tools.

Preferred Qualifications

- Experience in harmful algal blooms, hypoxia, sea-level rise, coastal resilience, or related coastal science topics.
- Experience using R, Python, or similar programming languages for statistical analysis.
- Experience coordinating interdisciplinary or geographically dispersed research teams.
- Experience with grant oversight, scientific peer review, research portfolio management, or communicating research findings to resource managers and stakeholders.

Please apply directly through our careers portal. No agencies, please.