



Position Posted: Coordinator
Posted: November 20, 2024
Type: Full time
Location: Virtual, with preference for Washington, DC
(US ET / London time zones preferred)

Organization Description

[Dynamic Planet](#) helps build conservation economies – that is economies that restore nature rather than deplete it. We are part of a growing effort to help effectively and equitably protect 30% of the planet by 2030 ([30x30](#)) with strong local socio-economic benefits and fit-for-purpose sustainable financing. To meet this ambitious goal, Dynamic Planet works at the invitation of governments, businesses and NGO partners, such as [National Geographic Pristine Seas](#) and other organizations invested in fully or highly protected marine areas (MPAs) with and for local communities. Our team supports high-impact partners from government, business, and civil society to build regenerative seascapes.

Campaign Description

To achieve 30x30, the world needs to quadruple current ocean protection in the next 6 years. Fully or highly protected MPAs have been proven to restore marine life and provide new economic opportunities via ecotourism, enhanced fisheries, and food security around them, and help mitigate global warming. If managed and reinvested well, MPAs are regenerating ‘fish factories’ that can pay for themselves and provide economic benefits to locals in tourism and fishing in perpetuity. MPAs are engines of ocean regeneration that yield multiple benefits to humanity.

We are embarking on a novel, high profile, multi-year global campaign to scale coastal marine conservation in an unprecedented way - by building a global hub to catalyze action by local leading groups. The campaign goals are: 1) to accelerate the establishment of new nearshore MPAs to help fill the gap to 30% and 2) strengthen the level of protection of existing MPAs (by banning bottom trawling within).

The campaign will communicate the benefits of MPAs, reform national policies, and equip coastal communities to create and manage new MPAs on their own - and contribute to 30x30. The co-founders of the campaign have published pioneering scientific papers that have contributed directly to the global agreement to protect 30% of the planet by 2030. The initiative will kick off with a special feature documentary in theaters and on National Geographic/Disney+ with audience-specific content available for local campaigning. The campaign will include a strategy to raise awareness through global, high-profile screening events and a film festival circuit with prominent leaders. With guidance from in-country coalition partners, the initiative will equip local communities with the necessary tools and resources to establish their own MPAs. We also aim to promote peer-to-peer learning networks to accelerate the adoption and increase the effectiveness of these locally managed MPAs. This is an opportunity to significantly contribute to global outcomes as we shift traditional markets from extraction to regeneration as a solution to the combined climate, biodiversity, and equity crises.

Position Description - Your Responsibilities and Impact

Reporting to Dynamic Planet’s CEO, we are seeking a talented Coordinator to serve as the overall team engine for internal operations and organization, including the following specific roles:

- Team coordination: Coordinate international virtual team, including tracking team whereabouts week to week to align for meetings across time zones, helping team meet project deadlines
- Virtual meeting planning and support: scheduling meetings, preparing documents, planning the agenda, organizing information in a shared drive for team access, pointing team members to relevant websites/ documents for meeting support, and taking and synthesizing accurate and comprehensive notes, organized for team access and referral, and keeping track of next steps in tracking sheets
- In-person meeting support: the above, plus selecting and booking venues, seamless IT, and anticipating overall hosting needs (food/beverages)
- Onboarding: helping onboard new team members and freelancers, understanding their schedules and type of hire to optimize team efficiencies
- Errands: running errands as requested
- Digital marketing: support Digital Marketing Manager, as needed, for website development and social media
- Coordination with partners and research: support Project Manager related to team coordination, tracking partner calls in spreadsheets to maintain partner development momentum, and conducting ad hoc research related to thematic Dynamic Planet workstreams, including protected areas, conservation market development, and sustainable financing to restore nature

Skills & Experience Required

- 2+ years of experience in a similar role with a minimum of a bachelor's degree in a related field.
- Demonstrated excellent organizational skills with high attention to detail and tone; ability to follow established processes and improve them.
- Excellent time management and organization of self and others; ability to deliver pragmatic and professional outcomes to a range of groups, balancing multiple priorities at any given time.
- Strong ability to work virtually and effectively across time zones and cultures.
- Ability to communicate clearly and concisely.
- Excellent research and writing skills in English – other languages a bonus.
- Demonstrated ability to build strong, collaborative and trusting relationships with coworkers and external partners.
- Ability to apply critical thinking to multiple workstreams with changing priorities in a dynamic, fast-paced, multi-cultural environment to achieve outcomes.

Desired Characteristics

- Experience working in nonprofit and/or environmental sector, favoring experience in international ocean and coastal protection, regenerative coastal economies, or related issues.
- Ability to understand the big picture and overall goal of the project and to clearly identify concrete next steps within realistic timelines, mitigating risks with foresight.
- Demonstrated commitment to supporting local communities and promoting equity, diversity, and inclusion internally and externally.

Timeline & Compensation

- Immediate start with a competitive, flexible package, commensurate to experience.
- Full-time contract with 3-month probation period converted upon mutual agreement.
- Opportunity to significantly contribute to novel global outcomes as we shift traditional markets from extraction to regeneration as a solution to the combined climate, biodiversity, and equity crises.
- Opportunity to join a creative, entrepreneurial, world-class, yet humble team, working with a global network of innovators and changemakers including government, business, and community leaders.

How to apply

Please send:

- A concise cover letter ***explaining how your experience in project management will serve this important global coastal initiative*** (maximum 1 page)
- A CV or resume (maximum 2 pages),
- Name and contact information of 3 references. Please send to **jobs@dynamicpla.net** with ***Coordinator*** in the subject line.

Dynamic Planet is an equal opportunity employer committed to providing a working environment that embraces and values diversity and inclusion. We encourage people of all backgrounds to apply. If you have any support or access requirements, we encourage you to advise us at the time of application. We will then work with you to identify the best way to assist you through the recruitment process.

Thank you!