



**VACANCY:** Fixed Term Contract, starting January 1, 2023 through December 31, 2023 with potential to renew or transition into a full-time salaried position.

**LOCATION:** ORRAA Inc., a U.S. 501c3, is a fully remote organisation, with a head office in Washington DC, United States, and globally distributed workforce.

We encourage any applicant who believes they are qualified for this position to apply. Applications are welcome from anywhere in the world, particularly qualified candidates who are from the Global South with direct experience, expertise, and commitment to the mission-critical work of ORRAA.

## **ASSOCIATE, PROGRAMMES OCEAN RISK AND RESILIENCE ACTION ALLIANCE (ORRAA)**

A resilient, net zero and economically secure world is not possible without a healthy, regenerating ocean. Heating, leading to extreme weather events, sea level rise, and adverse ecosystem changes as well as pollution, overfishing and destructive fishing, rising levels of acidity and biodiversity loss all jeopardise Ocean health. Rebuilding and restoring 'blue nature' means protecting the critical impact buffers and biodiversity reservoirs that provide food, social and economic security to billions of people and businesses across the world.

Immediate and scaled action is needed to build resilience to change. ORRAA's mission is to drive at least \$500 million of investment into coastal and ocean natural capital and surface at least 50 novel finance products by 2030, positively impacting the resilience of at least 250 million climate vulnerable people in coastal areas around the world.

We are the only multi-stakeholder alliance working in ocean finance that brings insurers, banks, governments, academia, and civil society together. We work across geographies – with a focus on the Global South – pioneering, piloting, and scaling innovative finance products that invest in coastal resilience.

ORRAA is expanding its innovation and scaling efforts of the Ocean Resilience Innovation Challenge (ORIC), and is recruiting an Associate to support programme design and implementation.

Reporting to the Programmes and Risk Director, and working closely with multiple stakeholders, your responsibilities will focus on enhancing the effectiveness of ORRAA's Programme team and the ORRAA Inc. Secretariat. You will accomplish this by supporting the development of the pipeline of investible projects, partnerships and reporting, and by supporting the day-to-day activities of the Programme team.

## Summary Of Responsibilities

### *Internal Operations, Coordination, and Project Management*

- Work closely and collaboratively with programme colleagues to ensure coordination, support, and promotion of ORRAA projects and initiatives, including new calls for proposals and maintenance of the database of ORRAA projects.
- Develop agendas for weekly team meetings and strategic planning sessions in support of the Programme team. Ensure that action points are tracked, shared with the team and delivered.
- Pro-Actively identify and manage ORRAA's calendar, which outlines ORRAA's key internal and external events and deadlines
- Schedule and coordinate ORRAA team meetings, travel, workshops and events, including helping develop agendas, sending event invitations, and coordinating meeting logistics.
- Assist in ensuring coordination across the Programme team processes and systems, and coordination platforms.

### *External Liaison Support*

- Support smooth communication between ORRAA and its membership, including scheduling meetings, helping develop meeting agendas and invitations, taking notes during meetings, and tracking decisions and unresolved actions.
- Contribute to grant drafting and grant reporting.
- Support existing ORRAA member relationships, including communications with members, strategic partnerships with complementary initiatives, and relationship building with potential new members (governments, finance, insurance companies, and NGOs). Schedule and participate in these discussions.

### *ORRAA Engagement and Outreach*

- Work closely with the ORRAA communications team to ensure coordination across social media platforms and across communications assets. Contribute to and lead development of events (virtual and in-person), conferences, other speaking engagement proposals and applications. Assist in the development and editing of presentation materials, blogs and reports as needed.

## Knowledge, Skills, and Abilities

The successful candidate will excel in the following areas:

- Knowledge of Resilience, Ocean, ORRAA and its partners
- Understanding of applied resilience and international development cooperation
- Strong Resilience programme design, mentoring and support experience
- Highly organised and mission-driven.
- Outstanding communication skills and organisational skills.
- Exceptional attention to detail and strong organisational and time management skills.

## Qualifications

- At least 2-5 years of administrative core support or project coordination experience, particularly for coalitions/alliances, and a proven track record of excellence in administrative and logistical support.
- A BA or BSc degree required, with coursework in finance, economics, political sciences, natural sciences, preferred.
- Outstanding communication skills, fluent in verbal and written English. Knowledge of another UN language would be helpful but not essential.

### **Hours and Schedule**

- This position may be offered either as a full-time salaried staff position, or as an independent contractor.
- As an independent contractor, the agreed fee or rate will be pro-rated to an hourly rate, and a commitment of no less than 32 hours per week.
- Our work is global, fully remote, and conducted virtually. We each work with flexible hours to accommodate multiple time zones.
- We may arrange in-person meetings through the year.
- International travel will be expected as needed and as safety allows.

### **Candidate applications**

Please send an email to [Hiring@OceanRiskAlliance.org](mailto:Hiring@OceanRiskAlliance.org), with the title of the position in the subject line.

Applications should include a resume/CV, a cover letter outlining how your skills and experience will benefit ORRAA, and your expectations for salary or rate. Applications will be assessed on a rolling basis. Only short-listed candidates will be contacted. The successful candidate must be authorized to work in their country of residence. We are unable to sponsor work authorization visas.