



Blue Azores Program Assistant

Care about the environment and want to make a difference? Focused on conservation and sustainable use of the Azores Sea, the Blue Azores Program contributes to the protection, promotion and valuation of the archipelago's marine resources, creating new pathways for the sustainable economic development of the region.

The Blue Azores Program is the result of an international partnership between the Regional Government of the Azores, the Oceano Azul Foundation and the Waitt Institute, uniting in a single vision of a healthy Azorean Sea and a thriving ocean society.

The selected candidate will:

- Through weekly and monthly reporting and other activities as requested, facilitate information sharing between the principals' partners and the BA team related to program progress, milestones, issues to be resolved, budgeting, and overall program management;
- Maintain, track progress, and update the BA work plan in coordination with other BA team members and the principals;
- Develop progress reports and memos to track program achievements;
- Track budgets and coordinate invoicing/cost approvals and processing;
- Assist with maintaining alignment and coordination with key stakeholders;
- Support Program Manager in creation of BA contents (presentations, and speeches);
- Support execution of agreed-upon deliverables based on the BA work plan; and
- Support other programmatic work for BA as needed.

Professional Qualifications:

- 5+ years of relevant work experience with demonstrated skills in managing multiple complex or international projects, and supporting a diverse and geographically dispersed team;
- Bachelor's degree (graduate degree preferred) from an accredited college or university in political science, economics, conservation management, sustainable development, or a related field;
- Fluent in Portuguese and English;
- Authorized to work in Portugal;
- Must live in Azores, preferably on Sao Miguel Island.

Professional Attributes:

- Strong diplomacy, negotiation, and project management skills, including ability to work with high level public officials, NGO, scientific community, and private sector leaders;
- Reliable, responsive, and comfortable working with geographically dispersed team across time zones;
- Excellent communication skills, including strong presentation skills;

- Ability to manage time efficiently and keep track of and prioritize amongst many tasks;
- Ability to work collaboratively and effectively with tight deadlines;
- Ability to creatively solve problems while managing expectations;
- Ability to execute projects on budget;
- Culturally competent and able to execute projects in different cultural contexts;
- Strategic, thoughtful, and detail-oriented.

Apply for this position at <https://www.linkedin.com/jobs/view/3358895817>