Project Manager, The Gender Equality Dialogues

**Organization:** Coastal Quest  
**Position Type:** Full-time  
**Location:** Flexible within the U.S.

**Organization Description:**  
Coastal Quest is a 501(c)3 nonprofit working collaboratively with communities to build a more resilient coast by increasing inclusive, science-based planning, governance, financing, and project implementation for a just, prosperous, and sustainable future. Coastal Quest works around the world, from white water to blue water, on lakes and shorelines, and at the land-water connection. We provide project management, science and technical expertise, connect partners with financial and human resources, contract management, grantmaking, and facilitation of public-private partnerships. We are purposefully nimble, designed to solve multifaceted and complex coastal issues. We are here to achieve resilience goals, reduce threats, and implement solutions.

Seafood and Gender Equality (SAGE), a fiscally sponsored program of Coastal Quest, is seeking a Project Manager, responsible for building and implementing a forum for relevant leaders and stakeholders to come together to promote gender equality in the seafood sector through the creation of a community of practice around gender in seafood. SAGE is building gender equality and women’s empowerment in global seafood production and an equitable, diverse, and inclusive seafood industry. SAGE focuses on three strategies: education and awareness raising about the issues of inequality in the sector, building community and capacity, and gender mainstreaming or the integration of gender into all policies, tools, and activities deployed in the sector.

Reporting to the Director of SAGE, the Project Manager will lead the Gender Equality Dialogues (GED) to be a collaborative space to support transformation in the seafood sector. The Project Manager will be highly organized, detail-oriented, proactive, and able to implement a multifaceted project with a wide range of stakeholders. The GED is co-developed and co-hosted in partnership with the organization Women in the Seafood Industry (WSI). Through the GED, SAGE and WSI aim to:
● Share Information and Align: resulting in a shared understanding of the current status of gender equality in the seafood sector and the key barriers to gender equality in the sector.
● Drive commitments via a call to action: resulting in individual and collective commitments by stakeholders which are measurable, time-bound, and appropriate to each stakeholder’s role in the sector.
● Support change: helping ensure stakeholders have the tools and information they need to implement said commitments and monitor/measure progress and identifying gaps in support mechanisms to be addressed over time.

The GED will engage companies and organizations from across the supply chain - from producers to traders to buyers to the NGOs that support and promote seafood sustainability. The ideal candidate is interested in the nexus between gender equality and seafood production.

Primary Responsibilities:

Project Development and Implementation
● Support the development of the GED Program and implement it, which includes building an approximately 12-18 month, replicable curriculum to educate, build alignment, drive commitments, and support change by companies participating in the GED
● Support developing virtual and potentially in-person conferences and workshops from start to finish, including contact management and outreach, conference logistics, and virtual support.
● Identify and recruit applicable experts to participate in the GED based on needs outlined in the curriculum
● Develop actionable and measurable commitments to gender equality for the participants of the GED
● Facilitate monthly virtual GED meetings with support of the team
● Coordinate the design and implementation of a consultant-supported survey about the perception of gender equality in the sector to inform the GED
● Support the creation and implementation of an online community for GED participants in order to facilitate additional dialogue and efficient distribution of information and tools
● Support the recruitment and maintenance of GED participants
● Develop and monitor success metrics associated with GED and identify learnings as the GED are implemented to improve future iterations
● Produce and support and translation of documents for the GED as necessary
● Support the production of high-quality reports in collaboration with the team and consultants
● Support the development of grant proposals to support current and future iterations of the GED
● Perform other related duties in accordance with instructions from leadership when necessary

Travel Management
● This position requires infrequent domestic travel

Workshops and Events
● Acts as contact person for the participants of the GED
● Supports the acquisition of incentives if necessary

Supervision
Direct supervision: the position currently does not require direct supervision of any employee, however it may in the future
The ideal candidate has a strong interest in responsible seafood and gender equality, and a positive self-starter attitude in performing the range of tasks described above.

Qualifications:

- Demonstrated expertise in high-quality gender and gender-inclusive facilitation
- Familiarity with key information, initiatives, tools, assessment systems, and trainings related to gender and supporting gender equality
- Demonstrated history of working with individuals from multiple backgrounds, regions, and perspectives
- Strong attention to detail and organizational skills
- Able to work independently in a startup environment
- Possesses a methodical, analytical, strategic, diligent, and creative approach to problem solving
- Produces products in a timely fashion through collaborative processes with empathy and respect for diverse perspectives
- Strong written and oral communication skills
- A good working knowledge of all Microsoft Office programs, including Word, PowerPoint, SharePoint
- Capability to build and maintain professional, equity-centered, relationships with coworkers, stakeholders, and clients
- Commitment to transparency, accountability, continuous learning, and direct communication
- Strong, personal commitment to realizing the mission, and adhering to the values, of Coastal Quest and Seafood and Gender Equality (SAGE)
- Passion for sustainable seafood and ocean conservation

Knowledge and Experience:

- Minimum of a bachelor’s with a multidisciplinary background (gender studies, social science, social development, or a related field.)
- 5+ years professional experience working in a relevant field
- Experience in managing complex or multiple projects and timelines, including staffing, workloads, contracts, budgets, and finances under deadlines.
- Experience working in the gender and environment sector is highly desirable
- Experience in partnership development with business, nonprofit partners, community groups, and/or government agencies.
- Expertise in the seafood sector preferred
- Experience in building a new program strongly preferred
- Multilingual skills and multi-cultural or cross-cultural experiences are appreciated

Application Instructions: Please submit the following in 1 pdf to info@seafoodandgenderequality.org:

- 1 page cover letter and resume
- 1 writing sample
- 3 references

Salary: $75,000-$95,000 depending on qualifications and experience

Benefits: Competitive package, including health, eye, dental, 401k, paid time off, holidays and sick leave

Closing Date: TDB

Location: Remote location flexible
Coastal Quest is fully committed to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment and where employees are treated with respect and dignity.