Position Description

US & International Policy Coordinator

About Bonefish & Tarpon Trust

Bonefish & Tarpon Trust's (BTT) mission is to conserve bonefish, tarpon, and permit—the species, their habitats, and the fisheries at scale. BTT achieves this mission through research, conservation, education, and advocacy across The Bahamas, Florida Keys, Belize, Mexico, and beyond. While the focus is on three primary species, BTT's work benefits other fish and marine life in nearshore ecosystems, in collaboration with nonprofits, industry partners, and governments.

Position Summary

The Policy Coordinator (PC), US & International, will assist the development and coordination of communications for BTT's policy and advocacy efforts, ensuring that policy processes, timelines, stakeholder communications, and relationships are managed effectively to support the protection of critical habitats such as mangroves, seagrass beds, flats fisheries, and coastal ecosystems across BTT's geographic program areas. The PC will track policy developments, manage schedules, coordinate correspondence, and actively maintain stakeholder relationships, working closely with government agencies, NGOs, local communities, fishing guides, lodges, industry stakeholders, and conservation partners in the United States, Caribbean, and other international regions where BTT operates.

Reports To

- Vice President of Conservation & Public Policy

Key Responsibilities

Policy Support & Advocacy

- Support the alignment of domestic and international policy initiatives with on-the-ground implementation by coordinating internal communications, timelines, and materials to ensure policy objectives are clearly reflected in community-facing and partner-facing work.
- Track regional, national, and international policy developments, stakeholder input, and implementation considerations relevant to habitat and fisheries management, and ensure this information is documented and shared internally.

- Support advocacy efforts by coordinating outreach logistics, maintaining records of regulatory and legislative processes and engagements, and assisting partners and communities in navigating participation in conservation and policy initiatives.
- Assist in monitoring and analyzing emerging legislative, regulatory, and policy issues affecting fisheries conservation, coastal resilience, habitat protection, and marine resource management in the United States and internationally.
- Coordinate with internal teams and external partners to support strategic engagement opportunities with policymakers, agencies, coalitions, and stakeholders.

Strategic Communications

- Draft letters, templates, talking points, policy briefs, and press releases to support policy initiatives, advocacy campaigns, and external communications.
- Develop general and campaign-specific materials to advance policy objectives and support outreach and engagement efforts across multiple regions.
- Provide rapid response communications support by drafting timely messaging and materials related to emerging policy developments.
- Guide and help leverage the strategic use of social media and digital communications to advance policy goals and mobilize grassroots support.
- Assist in maintaining consistency in messaging and communications across BTT's conservation and policy initiatives.

Logistics & Operations

- Provide scheduling support across the policy team with specialized high-touch support to the VP of Conservation & Policy for workflow and team management.
- Provide direct logistical and administrative support for BTT's policy and advocacy efforts, including scheduling, coordination of policy-related meetings and activities, travel logistics, expense reporting, and follow-up on action items with internal teams and external stakeholders.
- Support day-to-day operations by tracking timelines, deliverables, and dependencies across policy, education, field, and communications efforts to ensure alignment and smooth execution.
- Assist with the coordination and preparation of reporting, documentation, and communications related to donor outreach, grant activities, and program updates for funders.
- Manage protocol around and identify engagement opportunities for VIPs, Government representatives, Major Donors, Board Members, and strategic partners to best experience BTT's work and build sustained, positive relationships.

- Serve as a coordination point across BTT's policy and conservation programs by supporting information flow, documentation, and internal communications that integrate efforts and maintain momentum across teams and partners.
- Support coordination of conferences, workshops, policy forums, and stakeholder meetings in domestic and international settings.

Preferred Qualifications

- Associates or higher-level degree in Public Policy, Political Science, Public Administration, Environmental Law, Communications, Conservation, International Relations, or a related field is preferred but not required.
- Equivalent experience in community relations, public policy, government affairs, advocacy, nonprofit operations, or general business administration/operations will also be considered.
- Proven ability to understand and analyze complex regulatory and legislative issues and develop and implement strategies to advance policy and legislative goals.
- Strong interpersonal and communication skills, including experience working with diverse groups across cultural and geographic contexts.
- Ability to support policy activities through careful administrative coordination, logistical tracking, and management of multiple community-based and stakeholder-driven programs.
- Experience coordinating across multiple projects, regions, or international teams is preferred.
- Familiarity with fisheries, marine conservation, coastal policy, or environmental advocacy is beneficial but not required.

Location

The ideal candidate will be located in the Southeastern U.S. but may be based elsewhere or hybrid based on work experience, experience and educational credentials, and proven remote-work skills. Candidates from all regions are encouraged to apply.

How to Apply

Please send a PDF Resume and Cover Letter to [policy @ bonefishtarpontrust . org] with "U.S. & International Policy Coordinator" in the subject line.

Equal Opportunity Employer

BTTis an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, disability, genetic information, or any other status protected under U.S. federal, state, or local law.or local law.