

Position: Marine Program Coordinator

Office Location: Seaside, Oregon

Compensation: 32 hours/week, \$25 hourly

Benefits: Paid holidays, vacation and sick leave, health insurance, mileage reimbursement, 3% IRA match, sabbatical

Application deadline: Sept. 12

Start date: October 3, 2022

Reports to: Community Programs Director

The Coordinator manages the marine program of North Coast Land Conservancy to increase understanding and appreciation of Marine Reserves in the state of Oregon, with projects focused on the Cape Falcon Marine Reserve, located between Cannon Beach and Manzanita, Oregon. The Coordinator's near-term work will focus on outreach to decision makers, coast residents, and businesses to ensure the permanence of Oregon's Marine Reserve network. Additionally, the Coordinator works with partners to support marine science and education; conducts community science and outreach; and is responsible for managing the marine program volunteer network and maintaining and building relationships with partner agencies, groups and organizations. This position requires occasional travel, and the Coordinator is expected to work in both office and outdoor settings.

PRIMARY DUTIES AND RESPONSIBILITIES

Organizing & Coordinating

- Work with the Marine Program Committee Chair to organize and run committee meetings for support in the development and implementation of programs, events, community science projects, and stewardship activities with a current emphasis on the Cape Falcon Marine Reserve.
- Manage and retain volunteers for community science, stewardship and interpretive programs, and educational and outreach events.
- Participate in meetings and maintain relationships with organizations related to the Oregon Marine Reserve system.
- Cultivate and maintain relationships with organizations, businesses and strategic persons to support Oregon's Marine Reserve system and Cape Falcon Marine Reserve.
- Plan, coordinate and manage a suite of outreach and educational activities year-round.

Education & Outreach

- Organize, promote and attend educational events that center on marine reserves and ocean conservation.
- Represent the organization and present projects at marine related meetings, conferences and events.
- Recruit, coordinate, and support Tidepool Ambassador Contractors to implement the tidepool ambassador interpretive program.

- Communicate with key community groups, government officials, and business leaders to support the continuation of marine reserves in Oregon; this includes presentations, one-on-one meetings, and site visits to Cape Falcon Marine Reserve.
- Work with Communications Coordinator to post timely news and messaging related to marine reserves and ocean issues.
- Update Marine Reserve outreach materials as needed to communicate accurate information, programs and branding.
- Participate at local events to table for the organization and advocate for Oregon's Marine Reserve system—independently or with the support of volunteers.
- Ensure that brochures and other marine reserve outreach materials are placed and replenished at key locations throughout the community.
- Work with local partners to distribute Spanish-language outreach materials at key locations.
- Support partner organizations in doing youth marine education and stewardship.

Job Conditions

Outdoor work typically involves physically demanding activities, such as walking and hiking in rough terrain in all types of weather conditions. The Coordinator must have a valid driver's license, a good driving record, and a reliable motor vehicle with driver's insurance (mileage will be reimbursed). Applicants must be comfortable working and living in a rural coastal community. Evening and weekend work will be required. Occasional overnight travel may be required.

QUALIFICATIONS

Background & Experience

- A degree in environmental management, natural resources/sciences (e.g., marine science, hydrology, forestry, fisheries, biology, planning, or related disciplines), or other relevant subject area. And one year of experience in two or more of the following:
 - Environmental education and outreach.
 - Environmental advocacy.
 - Advocacy and outreach on behalf of a specific cause.
 - Working in a non-profit environment.
 - Coordinating and managing a volunteer program.
 - Project planning and management.
- Or two years combined experience in three or more of the following areas:
 - Environmental education and outreach.
 - Environmental advocacy.
 - Advocacy and outreach on behalf of a specific cause.
 - Working in a non-profit environment.
 - Coordinating and managing a volunteer program.
 - Project planning and management.

Knowledge, Skills & Abilities

- Knowledge of ocean and coastal science issues, ideally with a focus on Northwest U.S.
- Skills in education and outreach.
- Well-organized with excellent oral and written communications skills.
- Strong interpersonal, collaboration and facilitation skills.
- Familiarity with grant writing and management and basic knowledge of grant budgeting.

- Good people skills and able to communicate with diverse audiences across different social and political backgrounds.
- Ability to work independently to establish priorities and manage time effectively.
- Computer proficiency including email, Microsoft Office suite applications and Google applications.
- Bilingual (Spanish/English speaking)—not required but highly desirable.

DESIRED QUALITIES & STRENGTHS

- Highly organized and self-motivated
- Excellent verbal and written communication skills
- Comfortable giving presentations in a variety of settings to diverse audiences
- Good listener
- Appreciation for the natural world
- Detail-oriented
- An awareness of diversity, equity, inclusion and justice issues and understands how they relate to their daily work and program
- Engaging and respectful team member
- Enjoys a team environment with the ability to establish and maintain positive collaborative working relationships with others
- Proficient with Microsoft and Google applications
- Willingness to pitch in and do a variety of tasks as needed
- A belief in the mission of the organization

At North Coast Land Conservancy, we believe the diversity of backgrounds and experiences of the people who make up the North Coast community provides a rich cultural fabric that informs our conservation work, ensuring our relevancy in an ever-changing world. We strive to listen and learn. Fully embracing differences in our livelihood, political leaning, gender, sexual orientation, race, and/or ethnicity, we find common ground in the ground itself and in our shared values. NCLC deeply values the interconnectivity of all life. We encourage people of all backgrounds and beliefs to apply.

To apply, send resume, cover letter & three references, Attention: Marine Program Coordinator, to nclc@nclctrust.org by 5 p.m. Sept. 12, 2022. Please, no phone calls.

NCLCtrust.org