



## Job Description

The Bay Foundation is a 501c (3) non-profit organization that works to restore and enhance the environmental resources of Santa Monica Bay and its watershed. Our organization is looking for an upbeat, responsible, and organized Outreach Programs Assistant to join our team. This part time position centers on environmental education and individuals with a background in environmental education may be given priority. However, we are open and excited about hiring a smart individual with innovative skills in communicating the importance of environmental health to a diverse audience (i.e. general public, agency representatives, scientists, boaters, anglers, business owners, elected officials, etc.) We are also looking for someone with experience at implementing successful social media campaigns to promote and increase participation in existing programs like the Clean Bay Restaurant Certification and Honey Pot Day programs. Dedicated commitment to environmental work and a passion for sustainability is a must. Candidates must have experience with community building and creating partnerships. Strong verbal and written communication skills are essential (emphasis: partnership building, writing, presentations, and phone calls). Although not required, candidates with experience in coastal management and marine operations will be given priority.

This is a part time position (24 hrs/wk), \$18-\$21 per hour, based on experience and qualifications. Benefits and paid vacation package included.

*The Bay Foundation is an equal opportunity employer.*

### JOB RESPONSIBILITIES:

- Travel to Southern California marinas from Santa Barbara to San Diego for quarterly monitoring of marine vessel sewage pumpout facilities. These trips may require overnight stays.
- Coordinate the online Honey Pot Day program. This includes ongoing communication with boaters, checking online submissions, coordinating between boaters and businesses, reviewing and submitting invoices, and writing a final report.
- Assist the Director of Outreach Programs with the Clean Bay Restaurant Certification Program. This includes working with cities, contractors, restaurants, and members of the public.
- Help to promote our work and distribute materials through social and traditional media, individual correspondence, and mailings.
- Work with other program staff to accomplish day to day activities e.g., staying up to date in relevant current events, participate in planning meetings, manage contacts in Excel and Google Forms, packing and shipping, scanning documents, and file organization.
- Additional program related and administrative tasks at the discretion of the supervisor and Executive Director.

### OUR MISSION:

*To restore and enhance the Santa Monica Bay  
through actions and partnerships that improve water quality,  
conserve and rehabilitate natural resources, and protect the bay's benefits and values.*



## **REQUIRED QUALIFICATIONS:**

- Bachelor's degree or currently pursuing a degree in environmental studies, sustainability, communications, community building, marketing, or other field. Relevant experience may be considered a substitute for education requirement.
- At least 1 year of experience in outreach.
- Responsible, able to work independently with minimal supervision and must be detail oriented.
- Well versed with use of Microsoft Office Suite and Google Suite.
- Excellent communication skills, both written and oral.
- Willingness to travel; must have a valid driver's license, access to a vehicle, and proof of insurance.
- Must be able to lift 30 lbs.
- Must know how to swim/ tread water (for safety reasons when working around the water).

## **TO APPLY:**

Please send resume, cover letter, and additional documents to [glee@santamonicabay.org](mailto:glee@santamonicabay.org). Provide three references. No personal references until requested, please. Deadline to apply is June 12, 2015. Position is open until filled.

## **Additional documents:**

1. Writing sample (i.e. blog, newsletter, grant application, etc.)
2. Sample email for the purpose of requesting donations for an outreach and education event. This may be a mock email or email previously used.
3. Sample Excel spreadsheet. Include the date for when the file was created and for what purpose. Please do not create a new document for this application process.

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