



Job Description

The Bay Foundation (TBF) is a 501c (3) nonprofit organization dedicated to restoring and enhancing Santa Monica Bay. This work is accomplished by TBF and its partners through the implementation of the Santa Monica Bay National Estuary Program's Comprehensive Conservation and Management Plan (CCMP). The Community Engagement Coordinator dedicates the majority of their time to efforts involving pollution control via work with the boating community, restaurants and school-based composting efforts. More broadly the Community Engagement Coordinator supports external and internal activities to actively engage persons, businesses, municipalities, and schools in the advancement of CCMP actions and next steps.

The Community Engagement Coordinator will principally implement efforts related to the Boater Education, Clean Bay Certified, Table to Farm Composting, and ReThink Disposable Programs. In addition, the Community Engagement Coordinator will liaise and support outreach, communication and volunteer programs, with other TBF staff and statewide partners. The diverse programs supported by this position are inclusive of sustainability, resilience, and climate change incorporating developed and natural landscapes and the nearshore ocean. The broad scope of these programs involve interrelating with a diversity of communities.

The Community Engagement Coordinator must be a capable and confident communicator, preferably bilingual (English and Spanish), with a strong personal interest in environmental and environmental justice issues affecting the ecosystems and people of southern California. This position works independently and in team-based settings. This position requires travel within southern California to restaurants, boat shows, marinas, harbors, and schools.

This is a salaried, full-time position beginning March 1, 2020, 40 hours per week, \$40,000 - \$50,000 annual salary, based on experience and qualifications.

The Bay Foundation is an equal opportunity employer.

JOB RESPONSIBILITIES:

Coordinate the Boater and Restaurant Engagement Programs

- Contribute to boater and restaurant programs development and planning.
- Contribute to partnerships and facilitate various stakeholder trainings.
- Coordinate statewide Dockwalker volunteer program.
- Coordinate outreach event participation, including event sign up, event insurance documentation, volunteer attendance, and selecting outreach tools.
- Gather and track feedback from stakeholders to update outreach efforts.
- Monitor and produce report of Southern California marine vessel sewage pumpout facilities.



- Develop, design, and distribute educational materials including but not limited to Southern California Tide Calendars, The Changing Tide newsletters, Annual Pumpout Report, and Boater Kits.
- Execute daily program activities e.g., manage contacts, track materials distributed, packing and shipping, scanning documents, and file organization.
- Contribute to diversifying funding sources by searching and applying for grants, awards, and sponsorships.

Additional Responsibilities:

- Execute select The Bay Foundation administrative tasks.
- Assist with general needs of the organization and its projects at the discretion of the supervisor and Executive Director.

REQUIRED QUALIFICATIONS:

- Basic computer skills and phone etiquette
- Proficient in Microsoft Word and Excel
- Proficient in the use of social media platforms
- Strong organizational skills and attention to detail
- Excellent communication skills, both written and oral
- Strong work ethic
- Responsible, able to work independently with minimal supervision
- Must be able to lift 30 lbs
- Some weekends and travel in Southern California will be required
- Reliable form of transportation for travel throughout southern California

LOCATION:

Office: Campus of Loyola Marymount University 1 LMU Drive, Los Angeles, CA 90045.

TO APPLY:

Please send resume, cover letter, three references, and additional documents to vgambale@santamonicabay.org.

ADDITIONAL DOCUMENTS:

1. Sample email for the purpose of selling a product or conveying environmental information.
2. Sample Excel spreadsheet. Include the purpose for which the file was created.

This position is required to contribute significantly to the mission of the Santa Monica Bay National Estuary Program (SMBNEP) by carrying out specific tasks outlined in the annual work plan under the NEP grant agreement between TBF and U.S. EPA.



This position is committed to 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.

The minimum years of relevant experience for this position is one year, a bachelor's degree or pursuing a degree in a relevant field is required; relevant experience may be considered a substitute for education requirement.

This is a Non-Exempt position under the CA labor law code.