



JOB ANNOUNCEMENT

Environmental Engagement Program Coordinator

The Bay Foundation, (TBF) is an environmental nonprofit organization that works with broad partnerships to enhance and restore ecological conditions along coastal Los Angeles County, and more broadly on the West Coast. Our efforts expressly focus on increasing resilience to climate change and improving equitable access to open spaces. Our projects involve the restoration of dunes, upland habitats, coastal wetlands, kelp forests, offshore eelgrass, and abalone re-establishment. TBF engages the community through outreach and volunteerism to support these projects. Other engagement focuses on water quality improvement, water availability, environmental justice, and reducing single-use plastic.

TBF is seeking to hire a full-time Environmental Engagement Program, (EEP) Coordinator. The primary responsibilities are implementing EEP initiatives on [clean boating](#) and [single-use plastic source reduction](#). The coordinator will organize, produce, and co-lead project deliverables, collaborate with project partners and support general outreach. The coordinator reports directly to the Environmental Engagement Program Director.

Job Responsibilities

Coordinate Clean Boating Initiative

- Coordinate planning, development, production, and promotion of clean boating initiative (Boater Education Program) deliverables.
- Coordinate the distribution and tracking of California Boater Kits and educational materials.
- Support, plan, and lead in-person/virtual Dockwalker trainings, educational presentations, and outreach events.
- Monitor Southern California marine vessel sewage pumpout and dump station facilities.
- Maintain and troubleshoot the Pumpout Nav app.
- Facilitate stakeholder meetings with marina managers, recreational boaters, state agencies, and more.
- Support administrative activities; data management, outreach tracking, procurement, and reporting.

Implement Source Reduction Initiative

- Coordinate implementation of the City of Los Angeles' [Reusable Foodware Program](#).
- Co-produce case study deliverables and coordinate video testimonials that capture project results.

Assist in Advancing EEP & TBF

- Support EEP's programmatic goals.
- Support TBF's communications efforts (social media, newsletters, website).
- Contribute to advancing and diversifying program funding sources.
- Assist with the general needs of the organization and its projects at the discretion of the supervisor, Director of Programs, and CEO as appropriate.

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

8117 W. Manchester Ave. #750
Playa Del Rey, CA 90293
(888) 301. 2527
santamonicabay.org



Preferred Qualifications

- A bachelor's degree or pursuing a degree in a related field; relevant experience may be considered a substitute for education requirement.
- Excellent interpersonal skills, adept writing, proactive, organized, and strongly attentive to detail. Collaborative team player that is solution oriented.
- Ability to accomplish goals and objectives individually and in a team setting.
- Ability to meet deadlines and work in a fast-paced, time-sensitive environment.
- Proficiency in Microsoft Office Suite, Google Workspace, Canva, survey software such as Typeform, email marketing, or the ability and willingness to learn quickly.
- Bilingual in Spanish is preferred.
- Possess a California driver's license and access to a reliable automobile (with a minimum, liability insurance).
- Ability to lift and move equipment weighing up to 50 pounds across various settings.
- Must be able to work in a variety of environments including but not limited to waterfronts, marina docks, convention halls, outdoor events, schools, gardens, and restaurants.
- Flexibility to work weekends.
- Enthusiastically support TBF's mission.

Compensation

The Bay Foundation offers a competitive compensation package that includes salary, health insurance benefits (medical, dental and vision options), paid holidays, paid time off (PTO), 401k retirement benefits, training, and growth opportunities. This is a non-exempt position with a starting salary of \$54,000.

Location

This is a remote/hybrid position with scheduled days in the office and in-person fieldwork around Los Angeles and Southern California. TBF's office is located on Loyola Marymount University's campus at 1 Loyola Marymount University Dr, Los Angeles, CA 90045.

How to Apply

Please email a cover letter, resume, three (3) references, and additional document* with the subject line "EEP Coordinator Application" to community@santamonicabay.org.

*Additional Document

1. One (1) sample email or flyer that conveys environmental information or sells a product.

Applying by March 27, 2024, is recommended. Applications will be accepted on a rolling basis until the position is filled.

TBF is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, religion, national origin, citizenship, ancestry, age, marital status, physical or mental disability, medical condition, genetic information, pregnancy or perceived pregnancy, gender, gender identity, gender expression, sexual orientation, protected military or veteran status or any other characteristic or condition protected by federal, state, or local law.