



JOB ANNOUNCEMENT

Environmental Engagement Program Project Manager

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 a full-time Environmental Engagement Program (EEP) Project Manager. The primary responsibilities of the project manager are to oversee the development and successful implementation of projects, deliverables, and funds related to EEP's [clean boating](#) initiative (Boater Education Program). This initiative works with recreational boaters to prevent pollution and steward local waterways. The project manager reports directly to the Environmental Engagement Program Director.

Job Responsibilities

Manage Clean Boating Initiative

- Lead and manage the outreach, development, and successful implementation of clean boating initiative.
- Support the monitoring of Southern California marine vessel sewage pumpout and dump station facilities.
- Oversee the Pumpout Nav app's maintenance, troubleshooting, and inquiries.
- Supervise project staff and subcontractors.
- Perform administrative activities such as contracting, reporting, and invoicing.
- Lead internal and external meetings, participate in stakeholder working groups, facilitate trainings, conduct presentations, attend conferences, and press opportunities.
- Maintain and enhance partnerships with stakeholders.
- Contribute to program development.

Contribute to Advancing EEP & TBF

- Support and steer 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.

Preferred Qualifications

- Bachelor's degree or equivalent experience.
- Minimum three (3) years of professional experience in program implementation, project management, project supervision, grant writing, contract compliance, community engagement or the ability to translate skills to such.



- Knowledge and experience in environmental advocacy. Having experience with the boating, fishing, and/or sailing communities is a plus.
- Demonstrates superb organization, attention to detail, coordination, responsibility, and dependability. Collaborative team player and is solution oriented.
- Excellent interpersonal and writing skills. Public speaking experience preferred.
- Ability to learn community-based social marketing.
- 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, or the ability and willingness to learn quickly.
- Possess a California driver's license and access to a reliable automobile (with a minimum, liability insurance).
- Ability to lift and move 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 organizational 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 an exempt position with a starting salary of \$66,560.

Location

This is a remote/hybrid position with scheduled days in the office and seasonal in-person events 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 Project Manager Application" to community@santamonicabay.org.

***Additional Document**

1. One (1) sample document that showcases your project leadership skills related to a topic on our [clean boating webpage](#). Tentative examples may include a meeting agenda for kicking off a project, standard operating procedure (SOP)/instructions on executing a task, draft email to partners promoting an established resource, or a budget spreadsheet.

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.