



JOB ANNOUNCEMENT

Ocean Resilience Program Coordinator

About The Bay Foundation

The Bay Foundation (TBF) is a nonprofit environmental organization dedicated to implementing innovative, nature-based solutions along the Southern California coast. Our work focuses on coastal resilience, climate adaptation, ecosystem restoration, and community engagement through partnerships with universities, government agencies, nonprofits, and businesses. Our projects include restoring beach dunes, upland habitats, kelp forests, offshore eelgrass, and abalone populations. We also prioritize improving water quality, increasing water availability, and reducing single-use plastics. TBF manages the Santa Monica Bay National Estuary Program (SMBNEP) in collaboration with the Santa Monica Bay Restoration Commission and partners with Loyola Marymount University to expand research and environmental monitoring through the Coastal Research Institute (CRI). Our office is located on Loyola Marymount University's Westchester campus in Los Angeles, California.

Position Overview

The Ocean Resilience Program Coordinator (Coordinator) reports to the Director of Programs and CEO. The role of the coordinator is to implement habitat restoration and monitoring, lead field operations, and contribute to data management and reporting. The Bay Foundation is based in Los Angeles, CA with offices at Loyola Marymount University. Our research vessel, dive locker, fill station, and two mariculture labs are located at the Southern California Marine Institute in San Pedro, CA. Additional travel may be required to support dive operations in San Diego, Santa Barbara, and other southern California locations. TBF's dive team conducts field operations 2-4 days per week year-round and occasionally on weekends.

Work Environments:

The Specialist must work safely and proactively to ensure the safety of others in a range of environments, including aquaculture facilities, mechanical rooms, back-of-house filtration systems, working waterfronts, topside boat operations, dive platforms, and quarantine areas. These settings are dynamic and may be hot/cold, humid, noisy, confined, or wet and may shift rapidly due to environmental or operational factors. Transportation of equipment and the ability to lift gear or coolers weighing up to 75 pounds is expected.

Job Responsibilities:

- Conduct and lead SCUBA based surveys, data collection, specimen collection, deployment and maintenance of field instruments/equipment, and underwater photography.
- Prepare and submit dive plans.
- Data entry, QA/QC, and data analysis.
- Assist with production of data summary products for reporting and grant/project tracking utilizing geospatial and traditional statistical methods and software programs.
- Maintain TBF infrastructure including research vessel, dive gear, and field/lab equipment.

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.

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santamonicabay.org



- Contribute to permitting processes and reporting.
- Contribute to the operations of The Bay Foundation including, participation and presentations at internal meetings, internal reporting, e.g., diving safety board, program meetings, and staff meetings.
- Support laboratory operations including the care and feeding of abalone, microalgal cultures, life support system operation and maintenance, assist in general care of the facility.
- Coordinate and lead volunteer divers.
- Present project findings through a variety of forms including presentations, reports, and summaries.
- Represent TBF in a professional manner at conferences, symposia, other public formats, including social media.
- Effectively communicate with coworkers, supervisors, and project partners.

Minimum Requirements:

- Current AAUS Scientific Diver (required, no exceptions).
- Must provide all dive gear except tanks.
- Minimum 100 dives in cold water, kelp forest habitat.
- Minimum depth certified to 60' (100' preferred).
- Nitrox certification
- Ability to lift and move 75 lbs.
- Experience conducting subtidal biological surveys.
- Valid driver's license and reliable personal means of transportation to work sites.

Qualifications:

- Bachelor's degree in biology, ecology, or similar field. Advanced degree and interest/experience in temperate marine systems preferred.
- Experience and proficiency with R, and GIS analytic software, Microsoft Office suite and Google platforms.
- Experience operating research vessels, less than 30 feet in length, in coastal waters. Motorboat Operator Training Course, (MOTC) preferred.
- Able to work well under pressure and meet deadlines.
- Excellent writing skills.
- Enthusiastically support TBF's organizational mission.

Compensation

This is an exempt salaried position with management responsibilities, starting salary range \$70,000. The Bay Foundation offers a competitive compensation package that includes competitive salaries, health insurance benefits (medical, dental and vision options), paid holidays, paid time off (PTO), 401k retirement benefits, and training and growth opportunities. Position is open Immediately

How to Apply

To apply, please email your application with the subject line "ORP Coordinator Position" to jobs@santamonicabay.org before Friday, October 31, 2025:

1. Cover letter



2. Resume

3. Three professional references

The position is open immediately and applications will be reviewed as they are received.

Incomplete applications will not be considered.

Equal Opportunity Employer Statement

The Bay Foundation is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

Join us in restoring and protecting our coastal environment!