



JOB ANNOUNCEMENT

Coastal Adaptation 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 volunteerism and outreach to support these projects. Other engagement focuses on water quality improvement, water availability, environmental justice, and reducing single use plastic.

The full-time Coastal Adaptation Program Coordinator (Coordinator) reports to the Coastal Adaptation Program Director. The role of the Coordinator is to implement and lead habitat restoration and monitoring, support field operations, contribute to reporting, and coordinate volunteer and intern field and/or office activities.

JOB RESPONSIBILITIES:

- Implement coastal adaptation projects
 - Support design, permitting, grant writing, restoration field work, monitoring, and reporting
 - Support research and authorship of technical documents
- Conduct field-based surveys, data collection, specimen collection, deployment and maintenance of field instruments/equipment, and photography/videography
- Utilize GPS/GIS tools to gather data, convert data for GIS mapping, analyze data records, and produce maps
- Database management, QAQC, and data analysis
- Coordinate and lead volunteer events (must be available weekends for regularly scheduled events)
- Maintain TBF infrastructure – Coordinator shall transport, deploy, and store equipment in a manner to prevent damage and/or theft of field, laboratory, and office equipment
- Effectively communicate with coworkers, supervisors, and project partners
- Represent TBF in professional manner at all times, including on social media

Minimum Requirements

- Bachelor's degree in biology, ecology, or similar field. Advanced degree and interest/experience in coastal habitats preferred
- Experience and proficiency with R, and GIS analytic software, particularly in the context of vegetation and landscape mapping
- Proficient in Microsoft Office suite and Google platforms
- Ability to lift and move 50lbs, and to walk long distances on uneven terrain
- Enthusiastically support TBF's organizational mission
- Possess a valid California driver's license and access to a reliable automobile (with a minimum, liability insurance)

Considerations

- TBF functions in a team based constructive work environment
- Ability to be flexible within the work environment and scope of responsibility
- Field work is conducted in a variety of habitats and locations

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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- Field days may involve long hours and extended transit
- Field work may involve challenging weather conditions
- Must value scientific integrity

Physical Requirements

- Ability to perform manual physical labor (e.g. vegetation removal, digging, hammering, use of some power tools)
- Other physical demands may include, but are not limited to, standing for long periods of time, squatting, twisting, bending
- Ability to work outdoors in all types of weather conditions.
- Ability to work weekends, as required to meet the needs of monitoring schedules, volunteer events, and other public engagements

Work Environments: The Coordinator is required to work safely and proactively to ensure the safety of others in a number of environments including wetlands, riparian areas, dunes, beaches and intertidal habitats. The nature of these environments are dynamic and subject to rapid and potentially hazardous changes in condition. Transportation and ability to lift gear (50 pounds) is expected.

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.

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 range of \$60,000, commensurate with experience.

Applications are due on or before June 1, 2023

Please email the application to:

Heather Burdick, Director of Programs hburdick@santamonicabay.org
with the subject title "Coastal Adaptation Program **COORDINATOR** Application"

Applications must include a cover letter, resume/CV, and three professional references. Incomplete applications will not be reviewed.