



## **JOB ANNOUNCEMENT**

### **Ocean Resilience 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 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.

#### **Job Responsibilities:**

- Conduct SCUBA based surveys, data collection, specimen collection, deployment and maintenance of field instruments/equipment, and underwater photography.
- Data entry, QAQC, 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.
- 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.



- 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.

**Work Environments:** The coordinator is required to work safely and proactively to ensure the safety of others in several environments including working waterfronts, top side boat operations, open ocean, subtidal, and intertidal habitats. The nature of these environments are dynamic and subject to rapid and potentially hazardous changes in condition.

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:**

This is an exempt salaried position with management responsibilities, starting salary range \$60,000, commensurate with experience. 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.

**Applications are due on or before July 19<sup>th</sup>, 2023**

**Please email the application to:**

Heather Burdick, Director of Programs [hburdick@santamonicabay.org](mailto:hburdick@santamonicabay.org)  
with the subject title "Ocean Resilience Program Coordinator Application"

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