Northcoast Environmental Center
Coastal Programs Coordinator – Job Description
Updated 11.28.2022

Hours: Flexible up to 20 hrs/week, to not exceed 8 hours/day without prior approval. In-person with some remote hours available.

Under the direction of the Executive Director, the Coastal Programs Coordinator is responsible for overseeing day-to-day operations related to NEC’s Coastal Programs (CP) and other events or projects as requested. Coastal Programs include: Coastal Cleanup Month, Trash Trackers, Adopt-a-Block and Adopt-A-Beach, Trash-a-Thon, the Wigi Plankton Watch Project, and other coastal stewardship and advocacy projects. The Coastal Programs Coordinator is the main organizer of Coastal Cleanup Month and is responsible for coordinating volunteers and data collection, as well as interpreting the data collected to effectively advocate for local waste-reduction policies. Additionally, they oversee the Wigi Plankton Watch project which is part of NOAA’s Phytoplankton Monitoring Network.

Requirements:
At least 2 years of higher education or 2 years of experience in the field with knowledge of coastal planning and policy, community organizing, environmental justice and volunteer management. Scientific background and fundraising experience is a plus.

Essential Duties:
1. Oversee and manage CP operations, such as correspondence, volunteer management, data collection, and supplies. Supervise Wigi Plankton Watch intern and Coastal Programs intern.
2. Coordinate Coastal Cleanup Month as well as a monthly staff and volunteer cleanup.
3. Collect, compile, and present data from NOAA Marine Debris Tracker app.
4. Collect, compile, and present data from Wigi Plankton Watch.
5. Stay up to date with relevant, local coastal issues by attending local government and community meetings and/or training(s) when possible.
6. Responsible for outreach to the general community through print and social media about NEC CP events and related issues, including producing monthly program-specific content for EcoNews. Conduct in-person outreach such as tabling and events.
7. Responsible for providing weekly CP updates for website & social media.
8. Attend working groups and sub-committee meetings as needed.
9. Attend weekly check-ins with staff.
10. Work with the Administrative Coordinator to seek out, apply for and administer appropriate grants.
11. Collaborate with the Administrative Coordinator to provide written reports to the NEC Board of Directors on a monthly basis outlining completed tasks, timelines and objectives, and any other pertinent information.

Detailed Task Descriptions:
Coastal Cleanup Month:
1. Solicit sponsors for the event with a minimum fundraising goal of $5,000. Manage communications with sponsors.
2. Recruit volunteers to participate in the event(s).
3. Work with local schools, businesses and organizations to encourage participation in the event(s).
4. Manage outreach, communication, and coordination of participants leading up to and during Coastal Cleanup Month events.
5. Responsible for determining the most appropriate disposal method of all collected materials.
6. Give out needed supplies to participants prior to event
7. Collect, compile and present data from NOAA Marine Debris Tracker app.

Trash Trackers/Adopt-A-Beach/Adopt-A-Block:
1. Recruit participants
2. Coordinate and stay in communication with all participants.
3. Collect, compile and present data from NOAA Marine Debris Tracker app.
4. Responsible for outreach to the general community through published material and social media.
5. Organize yearly volunteer thank you event.

Finance:
1. Work with the Executive Director and Admin Coordinator to develop and update project budgets.
2. Remain informed and up-to-date on all grant expenditures as well as all grant budget balances.
3. Provide receipts/invoices for all expenses.

ECONEWS:
1. Produce programs-specific content for EcoNews
2. Assist in review of EcoNews prior to print
3. Help with distribution of EcoNews locally.

Staff & Volunteer Relations:
1. Manage, motivate and inspire CP volunteers
2. Meet weekly with all NEC staff
3. Assist with events and fundraisers as needed
4. Supervise interns as needed (CP intern, CCM intern, etc.)