

Part Time Marine Debris Coordinator

San Diego Coastkeeper, a non-profit organization working to protect and restore San Diego's fishable, swimmable, and drinkable water, seeks an energetic, organized and self-motivated individual to fill the position of part-time Marine Debris Coordinator. The individual selected for this position will coordinate activities within our community engagement program, specifically overseeing our marine debris outreach and community beach cleanup program. Responsibilities include management and recruitment of volunteers, organizing supplies and data, and educating the public about the impacts of our marine debris events. Coastkeeper's community engagement programs help our organization engage the public, provide an important stewardship opportunity for our volunteers, and provide us with marine debris data to support our advocacy and outreach work. This position reports to our Programs Director.

Responsibilities

- Keep all beach cleanup supplies organized in office; maintain inventories of supplies
- Obtain permits for community events
- Plan, promote, and facilitate large twice-per-month community beach cleanup events
- Oversee community volunteer participation in public cleanup events; communicate instructions to volunteers, and distribute, collect, and transport supplies for those events
- Work with various community partners to schedule and host 12 sponsored beach cleanup events for their employees/members per year, and generate a brief impact report for the partner after cleanup is complete
- Coordinate our "Beach Cleanup in a Box Program" by responding to requests for boxes, packing boxes with supplies, and keeping track of borrowed supplies
- Maintain meticulous database of cleanup results from volunteers' datasheets
- Update annual end-of-year report featuring analysis of data generated by volunteers in the beach cleanup program
- Oversee, recruit, and communicate with volunteers for our various outreach and community events
- Supervise and coordinate with interns to assist in carrying out duties, as needed
- Keep community beach cleanup event calendar updated and accurate
- Attend occasional outreach events pertaining to marine debris education and organizational exposure, as needed
- Generate blog posts, social media content, and infographics to communicate about marine debris, water quality, and conservation issues, as well as participate in occasional media

Qualifications

Applicants should have experience with event planning and overseeing volunteers. Candidates must have excellent oral and written communication skills, highly developed organizational skills, and a demonstrated ability to engage, motivate, and inspire community members and volunteers. Experience with Google Apps, including Gmail, Google Calendar, and Google Drive, and Microsoft programs, including Word, Powerpoint, and Excel is required. A successful candidate must be hard-working, self-motivated, demonstrate a deep commitment to and passion for environmental protection, and be able to work independently and prioritize multiple projects. Familiarity with the region's water issues - and specifically marine debris issues - is preferred, as is Spanish language proficiency. Some physical exertion – carrying supplies, setting up pop-up tent and table, etc. – is required. Reliable transportation is also required, as much of our work takes place outside throughout the county. Candidate must have the ability to carry, transport, and set up supplies independently, and have a valid driver's license and insurance. Weekend availability required.

Organization Description

Founded in 1995, San Diego Coastkeeper protects and restores San Diego County's fishable, swimmable, and drinkable waters. Through our beach cleanup program, we conduct a series of public beach cleanups, partner with companies and other organizations to host sponsored cleanups, and provide the supplies to empower individual volunteers to host their own. These cleanups not only directly address the issue of trash in our oceans by removing debris from our beaches, but generate important data that helps us make informed outreach and advocacy decisions. Through our beach cleanup program our volunteers have removed more than 81,826 pounds of trash from our beaches and waterways since 2007.

Salary, Benefits, & Terms

Schedule – Up to 20 hours per week with varying hours, including occasional evenings and frequent weekends. This is a part time position based in San Diego Coastkeeper's Point Loma office, with event sites throughout the county.

Benefits - None

Salary - \$13/hour

To Apply

Qualified candidates are encouraged to submit a single PDF file with both resume and cover letter to sdcoastkeeper@gmail.com, with "YOUR LAST NAME: Marine Debris Coordinator" in the subject line. If your materials indicate a potential match for our requirements, we will contact you. Please, no phone calls to the office regarding this opening. **Deadline to apply is December 18.**