



Job Announcement:
SOUTH JERSEY PROGRAM COORDINATOR

General Job Description

In collaboration and consultation with Executive Director, the South Jersey Coordinator will:

- Establish a Clean Ocean Action (COA) satellite office to grow and enhance organizational presence in South Jersey (*primarily* southern Ocean, Cape May, and Atlantic Counties) and to foster relationship to identify water quality issues in South Jersey.
- Represent and advance COA policies, research, education, advocacy, and communications within South Jersey.
- Plan, organize, and lead programs in collaboration with program staff to engage organizations, communities, and citizens of all ages.
- Strategically enhance and identify new opportunities to address marine pollution where regional programmatic gaps exist.
- Conduct education programs and work with media to educate and motivate the public.
- Identify opportunities and participate in fundraising activities.
- Train and engage educators, community leaders, citizens, and organizations to implement pollution prevention programs.
- Recruit, coordinate, train, and sustain volunteers.

Success in this position will be evidenced by increased and demonstrated engagement in support of COA programs and policies, including by regional leaders or cultivation of new leaders (e.g., organizations, communities, citizens, and/or elected officials).

Specific education programs the Coordinator will conduct and implement include, but are not limited to:

- Student Summit – help build this program and collaborate with local educators (formal and informal)
- Education programs (Waterway Mindfulness, Enviroscape demonstrations, fairs and festivals)
- Recruit and sustain Educational Ambassadors and Volunteers for education programs and tabling

Specific citizen science & water quality improvement programs the Coordinator will conduct and implement include but are not limited to:

- Beach Sweeps - coordinate SJ region with COA staff and promote participation
- Municipal Blue Star program
- Rally for the Waterways

Specific policy and advocacy programs the Coordinator will build, support, and promote:

- opposing harmful industrialization, plastic pollution, and biological and chemical pollution; includes support for legislative, regulatory and/or citizen behavior reforms.

QUALIFICATIONS

- Minimum requirement of bachelor's degree in related field
- Must embrace the mission of Clean Ocean Action
- Knowledge of marine sciences, pollution, policy
- Demonstrated success in leading and managing multiple campaigns within communities or with groups
- Demonstrated success in leading multiple outreach and volunteer programs, including with municipalities
- Demonstrated success with motivating community volunteers
- Excellent research, writing, and editing skills, as well as an analytical mind
- Ability to think strategically, prioritize, and execute tasks with attention to detail
- Possess strong creative and visual skills
- Strong interpersonal and communication skills, including persuasion abilities
- Excellent organizational and time management abilities
- Knowledgeable in technological and social media platforms
- Willingness to travel throughout the NY/NJ area
- Preference given to candidates with NY/NJ experience and knowledge
- Knowledge of the political system and experience with members of the NJ/NY Congress and Legislature a plus

General Staff Expectations

- Maintain strong drive and passion for protecting the ocean environment
- Be factual
- Maintain excellent organizational skills, attention to detail, ability to multi-task and manage timelines
- Maintain outgoing personality and ability to comfortably speak publicly
- Seek, support, and sustain actions for diversity, equity and inclusion
- Work as an individual and as part of a team; COA is a team effort based on our work philosophy with a driving commitment to our mission
- Teamwork is essential to the goals of COA and thus, communication and collaboration are key
- Accept review of work, as well as professional advice and criticism. Most letters, materials, and documents are thoroughly reviewed and edited before release.
- Maintain willingness to work during events and programs
- Maintain working car
- Be professional, reliable. creative, thoughtful, and flexible – go with the flow

COA is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff members without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We hire great people from a wide variety of backgrounds, not just to do the right thing, but because it makes the organization stronger.

Time & Location Requirements

- Position is full time
- Work is primarily in South Jersey (southern Ocean County, and Atlantic and Cape May Counties and environs)
- Weekly travel to work at the office in Long Branch, NJ; for the first 6 months, working from Long Branch office is expected 2-3 days per week.
- Evening and weekend work, as needed
- Meetings/events as scheduled
- Compensation/Flexibility time is available
- Schedule is flexible to allow for opportunities in South Jersey.

Reporting requirements

- Weekly updates at Staff Meeting and in one-on-one meetings with Executive Director
- Weekly time/work log
- Monthly written reports to Executive Director

Annual Salary: Full-time salary is competitive and commensurate with education, experience and other qualifications

Application Instructions: This position is immediately available. COA seeks quick fulfillment. Applications will be accepted until the position is filled. The application instructions below apply to finding this job announcement on LinkedIn, Handshake, and other platforms, as well.

To apply please carefully the directions below and submit the following required documents and information to Office@CleanOceanAction.org with “South Jersey Coordinator_Your Name” in the subject line:

1. Send resume or CV (including GPA if a recent graduate) and volunteer activities and hobbies.
2. Cover letter expressing your interest in working for Clean Ocean Action, why you enjoy this work, and why you are good at it. Please also include why you are considering leaving your current position and/or changing careers, if relevant.
3. One writing sample that is indicative of your capacity to meet the job expectations.
4. Three references from past or present direct supervisors (colleagues or personal friends are not acceptable). Include reference name, position, affiliation/connection to you, and contact information (phone and email).
5. Salary range expectation.