



Communications and Events Coordinator Job Description

Clean Ocean Action's Communications and Events Coordinator is a dynamic, integrated and dedicated person who is passionate about ocean protection and excels in an exciting team-based work environment to defend the ocean through strategic marketing planning, and managing and implementing communication measures, as well as event coordination. This position will contribute to COA's general approach, content, communication, and outreach to increase the productivity, visibility and fundraising of the organization.

General Job Responsibilities

Coordinate and implement communication measures, including marketing, monthly newsletters, annual reports and other publications, as well as social and traditional media. The Events aspect of this position includes coordinating fundraising events, such as the annual birthday bash, surf tournament and main event, as well as program sponsorship. Creation of motivating, attractive, and professional communication, as well as event and outreach products are essential, as is building and strengthening programs through marketing. This coordinator will also supervise Communication & Event interns and volunteers.

Specific Communications Responsibilities

Implement internal and external communications and marketing, including the media schedule, print materials, traditional and social media, and advocacy activities. Create and ensure motivating, attractive, and professional communication and marketing products, including:

- Creation of annual Marketing Plan, in cooperation with the Executive Director
- Production of the monthly print and electronic newsletters
- Production of the Annual Report and Annual Beach Sweeps Report
- Enhancement and integration of COA branding in all aspects
- Update, maintain and enhance the website, and participate in the Website Redesign Team
- Respond to requests to place articles in outside print outlets
- Manage all aspects of fundraising appeals

Specific Event Responsibilities

- Responsible for all coordination, implementation and growth aspects for fundraising events, including annual events such as Under the Sea Birthday Brunch, Annual Surf Open, Ocean Celebration main event, and more, as familiarity with COA develops.

Aspects include:

- Secure, manage and sustain active volunteer committees for events
- Use timeline document for all details (including for committee meetings and follow-up, event permits, logistics, sponsorships, budget approvals, and more)
- Secure, manage and grow sponsorships for programs, such as Beach Sweeps, Student Summits, Eco-Fest and Rally for the Waterways
- Secure and grow number of corporations, and facilitate financial details for Corporate Sweeps; leverage for future general support
- Manage and grow all aspects of External Events (fundraising events that are coordinated by other entities)
- Ensure increased participation and connection to COA with engagement, including income

Qualifications and Skills

Creative marketing experience with proven ability to create motivating, attractive, and professional outreach products
Outstanding verbal and written communication abilities, including strong mastery of the English language and editing skills
Adobe Creative Cloud competency
Exceptional organizing skills and passion for attention to detail
Graphics, design and publication production experience
Digital content creation and application
Relationship and partnership building experience
Traditional and social media experience
Creative thinker with strong multi-project management skills
Result-oriented, collaborative, professional, resourceful, flexible, and highly responsible
Environmentally-focused with a desire to protect and improve coastal waters
Experience with volunteer committees and fundraising
Database experience, a plus

This position requires evening and weekend work at times. Social media work requires willingness to post 24/7 and availability whenever needed.

Annual Salary: Position is full time. Salary is competitive and commensurate with education and experience.

Benefits: Health and dental insurance coverage are offered on a cost-sharing basis, paid holidays and PDO, employer paid professional workshops and trainings.

Application Instructions: Position currently open. Applications will be accepted until position filled. Please send cover letter, CV, three references with affiliations, one writing sample, and salary expectations to Projects@CleanOceanAction.org with "Communications & Events Coordinator_Your Name" in the subject line.