

Friends of Cape Falcon Marine Reserve

Program Coordinator

Contract Job Description

6/22/2021

Title:	Cape Falcon Marine Reserve Program Coordinator
Reports to:	Friends of Cape Falcon Marine Reserve Chair (supervisor), Lower Nehalem Community Trust (fiscal agent)
Status:	Part time, independent contractor position
Wages & Hours:	6-month term (until January 2022) with opportunity to extend \$25 per hour, 30 hours per week on average
Benefits:	Mileage reimbursement
Deadline:	Until filled, applications reviewed starting 7/9/2021

Background & Overview:

Oregon Department of Fish & Wildlife manages Oregon's five marine reserves. The marine reserves goals are to conserve marine habitats and biodiversity and provide a framework for scientific research and effectiveness monitoring. Located off Oswald West State Park between Cannon Beach and Manzanita, Oregon, the Cape Falcon Marine Reserve went into effect on January 1, 2016.

Friends of Cape Falcon Marine Reserve (FCFMR) formed in 2014 to increase North Coast residents' and visitors' understanding and appreciation of the Cape Falcon Marine Reserve. This diverse stakeholder group is made up of conservation group representatives and local community members. Goals include: provide outreach and education to local citizens and visitors about the Cape Falcon Marine Reserve; support Cape Falcon Marine Reserve implementation by agencies; and encourage and support research and monitoring activities in the marine reserve. Activities include hikes and beach walks, speakers, social media, radio, interpretive signs, brochures, online and print media, volunteer outreach programs and community science. The Lower Nehalem Community Trust (LNCT) is our fiscal sponsor. Find out more at <http://www.nehalemtrust.org/capefalconmr> and through our social media channels (Facebook, Instagram, YouTube).

The Program Coordinator will manage the implementation of a newly completed strategic plan and fundraising plan, growing the capacity of the organization and its funding. The Coordinator will align the group to champion marine reserves during the 2023 Oregon Marine Reserve program evaluation.

This contract position is for six months with the opportunity to extend. The position is 30 hours on average per week with opportunity to grow to full time, depending on projects and fundraising.

Primary Duties & Responsibilities:

Grassroots Organizing & Coordination

- Manage communications and meetings.
- Work with the FCFMR committee to implement the strategic plan and fundraising plan. Begin formulation of communications plan for 2022.
- Create and manage an annual budget and funding plan.
- Maintain the database and work with LNCT to acknowledge donations (within 2 weeks).
- Recruit, retain, and manage volunteers, focusing on the core committee, community science projects, the Trail and Tidepool Ambassador Programs, youth service learning and appropriate special projects.
- Working with Executive/Fundraising Committee and other volunteers, develop and hold a volunteer appreciation event and a fundraising event annually.
- Participate in the Community Advisory Committee (CAC) and collaborate with partners.
- Participate and invite public participation in the evaluation of Oregon marine reserves.

Education & Outreach

- Organize and promote speaker series, hikes, and other educational events.
- Support Tidepool Ambassador contractors on summer outreach project.
- Represent the organization and present projects at appropriate meetings, conferences and events.
- Communicate with key community groups, government and business leaders.
- Work with Media Contractor to post to and manage social media sites, including Facebook, Instagram, and YouTube, and produce regular press releases, e-newsletters and printed materials.
- Maintain engaging tabling materials and participate in local events with the support of volunteers.
- Distribute brochures and other outreach materials at local city halls, chambers of commerce/visitor centers, libraries and other key locations.
- Work with local partners to distribute Spanish-language outreach materials at key locations.
- Engage in hospitality industry distribution of marine reserve materials (hospitality packet).
- Support partners' youth marine education programs.

Job Conditions

This position requires working both independently and as a team player to coordinate a volunteer-based organization. The Coordinator works in both office and outdoor settings. preferably the Coordinator will be based on the North Oregon Coast, working out of a home office. Office work involves managing activities and finances, writing, and attending and facilitating day and evening meetings and activities. Outdoor work typically involves physically demanding activities such as walking and hiking in rough terrain in all kinds of weather conditions. The Coordinator must have valid driver's license, a good driving record and a reliable motor vehicle with driver's insurance (mileage will be reimbursed). A background check will be completed. Applicant must be comfortable working and living in a rural coastal community. Evening and weekend work will be required. Occasional overnight travel may be required.

Supervisory Responsibility: None

Qualifications:

Education & Experience

- Bachelor's degree in environmental management, natural resources/sciences (e.g., marine science, hydrology, forestry, fisheries, biology, planning, or related discipline), or other relevant subject area; a graduate degree is beneficial but not required.
- Experience in two or more of the following:
 - a. Environmental education and outreach.
 - b. Natural resources project development and management.
 - c. Non-profit organization management and fundraising.
 - d. Working with volunteers, including active recruitment and training.

Knowledge, Skills & Abilities

- Knowledge of ocean and coastal science and issues, ideally with a focus on Northwest U.S.
- Skills in environmental education and outreach
- Well-organized with excellent oral and written communications skills.
- Strong interpersonal, collaboration and facilitation skills.
- Familiarity with fundraising, including grant writing and management and cultivating donations.
- Basic knowledge of budgeting and financial management.
- Good people skills and able to communicate with diverse audiences across different social and political backgrounds.
- Ability to work independently to establish priorities and manage time effectively.
- Computer proficiency including email, the Internet, Microsoft Word, Excel, and PowerPoint.

HOW TO APPLY

To apply, email a detailed cover letter, a resume and three references to capefalconmr@gmail.com in a single PDF document. Direct questions to Board Chair Nadia Gardner at the above email. Applications will be reviewed starting July 9, 2021. Open until filled.

Equal Opportunity Employer

FCFMR does not discriminate on the basis of race; creed; sex; sexual orientation; gender identity; age; religion; marital status; national origin or ancestry; political affiliation; citizenship; lawful immigration status; mental, physical or medical disability; Veteran status; or liability for service in the United States Armed Forces.

FCFMR is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its contractors and volunteers. This contract position is expected to serve diverse audiences. Our commitment to diversity includes the recognition that our work is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our diverse communities' character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.