



## SAVE OUR SHORES DEVELOPMENT AND COMMUNICATIONS COORDINATOR

### **Position: Development and Communications Coordinator**

**Reports to:** Development and Communications Director

**Status:** Part time to start. This part-time, non-exempt position is 16 hrs/week. *Full time is possible in the future as the position grows.*

**Schedule:** The person in this position will be available and willing to work 16 hours per week. Schedule varies depending on programmatic needs. Weekend work is often required and occasional evenings. Some holiday work is required.

**Location:** Santa Cruz California

**Pay:** \$20.00-\$21.50 (starting) based on experience

**About Save Our Shores:** Save Our Shores is a small, grassroots non-profit organization focused on marine conservation in Santa Cruz, CA. We were founded in 1978 in response to the threat of offshore oil drilling along the Central Coast and we integral in the designation status of the Monterey Bay National Marine Sanctuary. Since then, we've worked to protect our coastline from other threats including plastic pollution and illegal sand mining. Our efforts have expanded since our inception to include delivering marine science education to local students, engaging community members in stewardship activities, conducting outreach for pollution mitigation, and continuing the invaluable advocacy work upon which our organization was founded by pushing for policies that protect oceans, coastlines, and connected communities.

### **Job Purpose:**

The Development and Communications coordinator will organize and execute beach cleanups for our corporate and business partners and facilitate our corporate engagement program. She/he/they will also act as supporting staff member responsible for delivering our organization's marketing, communications, donations processing, and supporting event planning needs.

### **Essential Duties & Responsibilities**

- Act as the primary staff for corporate and business beach cleanups/outreach
- Grow our business and corporate engagement partners and sponsors
- Development, organization, & posting of social media content

- Planning, execution, and attendance of organizational events
- Assist in the development of marketing materials and ads for events
- Assist in maintaining and creating new material for the website
- Assist in donor communications and events and other needs
- Assist in database entries, clean-up, and pulling of data as needed
- Assist in other Comms and Development needs as assigned by Director

### **Other Duties**

- Support the coordination of community programs and Annual Coastal Cleanup Day
- Assist with planning with Speaker Series evening events
- Assist with advocacy events such as rallies, marches, or Board of Supervisor's/City Council meetings

### **Desired Knowledge and Skills:**

- Familiarity with the Monterey Bay region and local marine conservation issues.
- Experience engaging groups of people and/or professional teams.
- Strong team player, flexible, and willing to work with others while also being able to work independently.
- Possess strong communication skills, including verbal and written communication.
- Attention to detail and management of a complex schedule.
- Experience using computer programs such as Microsoft Office, Word Press, Facebook, Instagram, & Google Suite, LinkedIn (and other social media platforms)

### **This Position Requires:**

- Use of a personal vehicle to drive throughout the Monterey Bay region and transporting supplies (that may be sandy and dirty); mileage is reimbursable.
- Standing and sitting for long periods of time.
- Walking up and down stairs, 2-3 miles on sandy beaches and uneven ground.
- Lifting up to 50 pounds.

**How to Apply:** Please email cover letter, resume, and 2 professional or academic references to Calah ([Calah@saveourshores.org](mailto:Calah@saveourshores.org)) with the email title: DEV/COMS COORDINATOR. Applications will be reviewed on a rolling basis until the position is filled.

**Save Our Shores** is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous peoples, and LGBTQ candidates are strongly encouraged to apply.

*These duties, percentages, dates, and descriptions are subject to change.*