



SAVE BARNEGAT BAY

117 HAINES ROAD • TOMS RIVER, NJ 08753 | 732-830-3600 | www.SAVEBARNEGATBAY.ORG

Employment Opportunity Announcement

Sea Nettle Education Coordinator

Part Time, 20 hrs/wk, w/flex time, some nights & wknds.
Salary Range \$18,000 - \$20,000

Save Barnegat Bay is a clean water advocacy organization working to protect and restore Barnegat Bay - the largest body of water in the state of New Jersey - and its ecosystem through effective educational programs and targeted advocacy campaigns.

SBB is hiring a new (3) three-year, DEP Water Quality Restoration Grant funded position to help coordinate the scrubbing of residential bulkheads and removal of floating docks by the Berkeley Township Underwater Search and Rescue (BTUSAR) in targeted lagoon communities in Berkeley, Toms River and Brick Townships. Candidates must be passionate about Barnegat Bay and our community and should possess excellent public relations skills, be detail oriented and digitally savvy. The position reports directly to SBB's Education & Outreach Coordinator and works collaboratively with a dynamic staff as well as other key partners and volunteer team members. The SNEC will engage with area residents to coordinate the dive team efforts, drive an educational campaign, and engage directly with residents in the science and behavior changes needed to help reduce the numbers of sea nettles in Barnegat Bay.

Responsibilities Include (but are not limited to)

- **Engage Directly with Homeowners & Communities**- Develop public education campaign and communication materials with the team.
- **Recruit Homeowners and Coordinate the Assistance of the Dive Team**
- **Coordinate Scrubbing & Removal** - Make contact, collect and maintain all records of Hold Harmless Agreements and coordinate calendar for efforts.
- **Citizen Science Coordination** - Engage homeowners to hang settling plates from their docks to help monitor and collect data.
- **Prepare Regular Reports** - The project is funded through a DEP Water Quality Restoration Grant and requires tracking of hours and activities as well as regular reporting to the agency.
- **Maintain Website Content for Project** - The primary website for the project will live on the SBB website (Wordpress)
- **Administrative & Managerial Duties** - Schedule management, setting up travel, meetings, speaking engagements and other appointments.

- **Planning & Delivering Campaign Materials** - The campaign will include design of public engagement tools like yard signs, ribbons for docks and other fun and engaging tools.
- **Communications** - You will manage the constant contact email communications with the team and neighbors as a part of the three-year campaign.
- **Information Preparation** - Preparing and formatting information for internal and external distribution.
- **Records Management** - Maintaining campaign records, including setting up and managing both electronic and paper filing systems.

Position Requirements

- BA/BS degree in environmental science or similar field, and at least one year work experience. Candidates with equivalent knowledge/experience and enthusiasm to learn on-the-job may also apply.
- Experience managing projects, including working with the public, workloads and deadlines.
- Outreach skills and the ability to communicate the subject matter to a wide range of audiences
- Experience in partnership development with non-profit partners, community groups and/or government agencies.
- Communicating clearly via written, spoken, and graphical means.
- Valid Driver's License or ability to obtain one

Additionally Desired

- Dive experience or interest to learn more about diving

Benefits Include

Paid Holidays, Personal Time Off, participation in 403(b) Retirement Plan. Mileage reimbursement for approved travel.

Work Location

Barnegat Bay EcoCenter
117 Haines Road
Toms River, NJ 08753

*Due to Covid-19 there may be some remote working until it is safe to return to work on location.

Qualified candidates should email a cover letter, resume and any letters of reference to opportunities@savebarnegatbay.org by March 19, 2021. Subject line list - **Sea Nettle Education Coordinator**.

Save Barnegat Bay is an equal opportunity employer.