

Newport Bay



Conservancy

## **Assistant Coordinator**

**Organizational Overview:** The Newport Bay Conservancy (NBC) has a proud history of environmental advocacy having been involved in the original efforts to protect the Upper Newport Bay from development over 40 years ago. Our mission is to protect and preserve the Upper Newport Bay through education, restoration, research and advocacy. We are able to do this with the support of 150 active volunteers contributing over 10,000 hours of service each year.

**Job Summary:** The Assistant Coordinator will help manage NBC's volunteer base and assist with educational programming. Volunteer coordinating responsibilities may include recruiting, scheduling, communicating with volunteers, organizing online databases, and participating with events as assigned. Program responsibilities may include working with NBC naturalists and staff to deliver programs to students of all ages, and assisting with a 12 week camp program in the spring. Under the leadership and supervision of the Operations Director and Program Coordinator, take on responsibilities as needed and assigned.

### **Principal Responsibilities:**

- 1) Act as the point of contact for volunteers under the supervision of the Operations Director.
- 2) Ensure programs are staffed and volunteers are scheduled for NBC led programs as well as liaison with partner organizations for volunteer support such as OC Parks, California Department of Fish & Wildlife, City of Newport Beach and the Community-Based Restoration and Education Program.
- 3) Communicate proactively with volunteers to make sure they are well informed (manage a weekly recruitment newsletter).
- 4) Maintain a database of existing volunteers and manage incoming applications. Connect prospective volunteers to training and facilitate their involvement.
- 5) Assist with event coordination for larger scale events like nature camp, World Wetlands Day and Earth Day.
- 6) Participate and assist with leading programs as needed such as nature hikes, water tours, habitat restoration, etc.

### **Specifications:**

- 1) Ideal for a recent graduate (BA) looking to gain experience in managing and organizing large groups of people/volunteers.
- 2) Experience in volunteering and/or working with volunteers, preferably in environmental conservation and/or education.
- 3) Behavioral Skills
  - a) Strong work ethic and enthusiasm.
  - b) Dedication to the conservation of wildlife and natural resources.
  - c) Exhibits confident communication and customer service skills.
  - d) Organized with excellent follow-through on tasks, detail-oriented.
  - e) Maintains privacy and confidentiality of personal information.

- 4) Computer
  - a) Knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint)
  - b) Knowledge of online platform Google Drive.
  - c) Accurate typing skills of 40+ wpm.
  - d) Willingness to learn other content management software like Constant Contact and SignUp.com.
- 5) Physical Job Requirements
  - a) Will be expected to sit at a desk for extended periods of time (highly administrative) in an office setting.
  - b) Must be able to lift 20 pounds, and assist with set up and cleanup of programs.
  - c) Must be able to work outside in variable weather conditions including heat and sun with potential contact to plants, dirt, insects like bees and spiders, and cactus.
  - d) Requires use of a car/drive safely to get to other locations around the Bay for meetings, programs and special events.
- 6) Other
  - a) Good punctuality and time management. Time sheets must be submitted for pay approval.
  - b) CPR/First Aid Certification (provided if not currently certified).
  - c) Successfully pass a background check.

**Location:** The position is based at the Peter and Mary Muth Interpretive Center (2301 University Drive, Newport Beach, CA 92660). This job cannot be performed from a remote location.

**Salary Detail and Working Hours:** \$12-15/hour for a maximum of \$5,000 total. The ability to work a minimum of three days a week (suggested Tuesday, Wednesday or Thursday, and Friday) with occasional weekends for events. Detailed working arrangements can be negotiated. Contract period from November 2017 through April 2018 with a possibility of additional hours and pay through June.

**How to Apply:** Apply with a cover letter and resume to: Search Committee, [info@newportbay.org](mailto:info@newportbay.org). Please, no phone calls at this stage. More information about NBC can be found at [www.newportbay.org](http://www.newportbay.org).