

COMMUNICATIONS AND OUTREACH SPECIALIST

Job Description. The Communications and Outreach Specialist is a dynamic and creative individual who assists with planning and execution of public outreach events, educational activities in elementary and middle school classrooms, and educational content development for the Estuary Nature Center and Estuary Program website. This person reports to the Communications and Outreach Coordinator and acts as an ambassador for the Morro Bay National Estuary Program.

Who we are. The Morro Bay National Estuary Program works collaboratively to protect and restore the Morro Bay estuary for people and wildlife. The Estuary Program is a non-regulatory, nonprofit organization that conducts monitoring and research, conserves and restores natural habitats, and educates residents and visitors about how to keep Morro Bay clean and healthy. The Estuary Program is one of 28 national estuary programs around the country that work to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results through close collaboration with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. For more information about the program, visit MBNEP.org.

Our culture and values. We believe in clean water for people and wildlife. We know that the success of our work depends on volunteers, engaged partners, and support from the community. We use a collaborative, voluntary approach whether we are monitoring water quality or implementing a restoration project in the estuary, the creeks, or the surrounding lands. We seek opportunities to educate and encourage students, partners, and the community at large to become good stewards of Morro Bay.

Duties and Responsibilities.

- Creating content on multiple platforms:
 - Research and create content for new exhibits in the Estuary Nature Center, with guidance from the Communications and Outreach Coordinator.
 - Work with Estuary Program staff and contractors to design and create a series of short films that address issues related to the health of Morro Bay.
 - Research and write blog posts and social media content.
- Encouraging stewardship of our bay:
 - Develop and implement educational activities and volunteer opportunities to support the Mutts for the Bay program. Mutts for the Bay provides free pet waste bags at dispensers throughout the watershed to keep bacteria out of the creeks and bay.
 - Engage the public at Estuary Program and partner events to educate them about the health of the bay and how they can act as stewards of it.
- Planning and coordinating events:
 - Assist with planning, logistics, and execution of special events, including the second annual Morro Bay Science Explorations with the Estuary Program series. These free evening events feature three speakers who give short, research-based talks on issues that affect the Morro Bay estuary.
 - Develop education activities for various community events and coordinate volunteer support for those events.
 - Be an active part of the planning team for the 2020 State of the Bay series of events. During our triennial State of the Bay, we share information about the health of the estuary and watershed through a report, online content, science talks, and other events.
 - Help develop and distribute promotional materials including flyers, event blurbs,

invitations, and other materials as needed in both digital and print formats.

- Educating K–12 students in formal and informal settings:
 - Help schedule and lead watershed model demonstrations and other educational activities for elementary, middle, and high school students, scout groups, and other community groups in classrooms and outdoor settings as needed.

Minimum Qualifications.

- Strong written and verbal communication skills with experience presenting in front of a classroom or group.
- Demonstrated capability exercising initiative and exploring creative solutions.
- Ability to work independently and complete tasks in a timely and accurate fashion.
- Ability to work well with a team, maintain a positive attitude, and be flexible.
- Experience organizing multiple projects at once, tracking tasks, and scheduling.
- Full computer proficiency with Microsoft Office Suite.
- Completion of college coursework that covered environmental science, writing, research skills, and communications.
- Interest in community outreach and environmental science.
- Ability to carry items for events up to 30 lbs. for short distances.
- Reliable transportation, clean California driving record, and proof of car insurance or non-owner car insurance.

Desired Skills and Experience.

- Experience editing and adding content to websites on a WordPress platform and/or basic knowledge of HTML.
- Experience working in Adobe Creative Suite, especially Photoshop and Premier Pro.
- Interest and experience with photography, film creation, and film editing.
- Experience writing for digital or print publications including blogs, newspapers, magazines, etc.
- Event planning and coordination experience.
- Teaching experience in a formal or informal setting.
- Bachelor degree in relevant field, such as education, communications, or environmental science.

Pay, Benefits, & Work Environment. This is non-exempt, temporary, full-time position with an hourly rate of \$18. The position is funded by a grant that runs through September 2019, with the possibility of future funding. Occasional evening and weekend work for various events within San Luis Obispo County, both outdoors and indoors. Casual office environment and flexible schedule. Benefit package includes paid vacation, sick leave, and holidays. Group health insurance and Simple IRA retirement savings plan provided with employer contribution. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit corporation that provides the administrative framework for the Estuary Program.

How to Apply. Submit a resume and cover letter to the Morro Bay National Estuary Program. Email submissions preferred. Please send to staff@mbnep.org, subject line – *Communications and Outreach Specialist*. **Applications received after November 30 at 5p.m. will not be considered.** Submissions will be reviewed on a continual basis until the deadline.

Proof of valid driver's license, insurance, clean driving record, and reliable transportation will be required before an offer will be made. The Bay Foundation is an equal opportunity employer.