



601 Embarcadero, Suite 11  
Morro Bay, CA 93442  
[www.mbnep.org](http://www.mbnep.org)

## **Communications and Outreach Coordinator Position Announcement**

**Job Description.** The Communications and Outreach Coordinator is a dynamic and creative individual who manages social media posts and campaigns, coordinates website updates, assists with planning and execution of public outreach events, and provides the organization with graphic design and general outreach support. This person reports to the Executive Director and closely collaborates with other communication staff members.

**The Organization.** The Morro Bay National Estuary Program brings citizens, local governments, nonprofits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, nonprofit organization that conducts monitoring and research, restores natural habitats, and educates residents and visitors on how to keep Morro Bay clean and healthy. The Morro Bay National Estuary Program is one of 28 national estuary programs around the country that are working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. For more information about the program, visit [www.mbnep.org](http://www.mbnep.org).

### **Duties and Responsibilities.**

Create content on multiple platforms that encourages stewardship of our bay.

- Research and write blog posts and social media content, including awareness and action campaigns and collaborative social media content with partner organizations.
- Work with Estuary Program staff to design and create short videos (primarily for social media).
- Update program website .
- Promote annual photo contest through social media.
- Provide simple graphic design/layout as needed, (knowledge of Adobe Creative Suite not required).

Plan and coordinate events.

- Assist with planning, logistics, and execution of special events, including the Morro Bay Science Explorations with the Estuary Program series, an evening science talk series.
- Develop education activities for various community events, and coordinate volunteer support.
- Help develop and distribute promotional materials including flyers, event blurbs, invitations, and other materials in digital and print formats.



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- Engage the public at Estuary Program and partner events on bay health and stewardship.

Support community efforts.

- Coordinate outreach for the [Mutts for the Bay program](#), including sponsor outreach and public outreach.

### **Minimum Qualifications.**

- Strong written and verbal communication skills, with experience presenting in to classrooms or the general public.
- 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, tracking tasks, and scheduling for multiple projects at once.
- Full proficiency with Microsoft Office Suite.
- Completion of college coursework in 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.

### **Preferred Qualifications.**

- Experience editing and adding content to websites on WordPress or a similar platform and/or basic knowledge of HTML.
- Experience working in Adobe Creative Suite, especially Photoshop and Premier Pro.
- Interest and experience with digital photography and video 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.
- Knowledge of the Morro Bay estuary and California's Central Coast.

**Pay, Benefits, & Work Environment.** This is a non-exempt, part-time position of approximately 20 hours per week with an hourly rate of \$19 to 21/hour, depending on experience. The



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preferred start date is October 1, 2021. Benefit package includes sick leave and work from home support. Position is currently primarily remote, but must be located in the San Luis Obispo County area for future events and eventual in-person return to the office. Required safety protocols for all staff follow current COVID-related public health guidance. Occasional evening and weekend work within the county, indoors and outside. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit 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](mailto:staff@mbnep.org), subject line – *Communications and Outreach Coordinator Application*. Applications are accepted until **Friday, August 27th at 4 p.m.** and will be reviewed on a rolling basis. The position may be filled before the application closing date. Proof of valid driver's license, insurance, clean driving record (DMV report), and reliable transportation must be provided before a final offer will be made. The Bay Foundation is an equal opportunity employer and is committed to building a team that represents a variety of backgrounds, perspectives, and skills.