



Community Engagement Coordinator

Position Announcement

About the Organization

The **Morro Bay National Estuary Program** brings the community, 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 MBNEP.org.

Position Overview

The Estuary Program is seeking a dynamic and creative **Community Engagement Coordinator** to implement our public engagement, communications, and storytelling efforts. This position plays a key role in promoting estuary and watershed health, supporting community action, and showcasing the scientific, restoration, and education work of the Estuary Program.

The Coordinator reports to the Executive Director and works closely with the Assistant Director on written communications such as blogs, newsletters, and reports. This position also collaborates with the Education Coordinator on outreach activities and events and is expected to engage with all staff and program areas to ensure accurate, consistent, and compelling messaging across platforms.

Essential Duties & Responsibilities

These are the anticipated duties and responsibilities, which may shift due to program priorities. Other duties may be assigned.

Communications & Media (60%)

- Manage and grow the Estuary Program's social media presence (Instagram, Facebook, LinkedIn)
- Coordinate, write, and edit twice monthly blog content that highlights science, stewardship, and local partnerships
- Maintain and update the Estuary Program website; oversee contractor support for backend maintenance
- Develop digital and print materials (brochures, flyers, annual reports, interpretive signs, etc.)
- Write press releases and engage with local and regional media outlets
- Respond to public inquiries and media requests
- Support broader communications efforts through the National Estuary Program (NEP) network by sharing local successes and collaborating on national initiatives and messaging



General Outreach & Events (20%)

- Develop and coordinate volunteer opportunities to build stewardship, including beach clean-ups, community science opportunities, and volunteer restoration days; coordinate volunteer appreciation efforts
- Partner with the Education Coordinator on outreach activities
- Coordinate tasks with and support skill development for a part-time Communications and Outreach Intern
- Plan and implement general and targeted public outreach campaigns to promote estuary health and stewardship actions; quantify outcomes and metrics for reporting
- Work with the Education Coordinator to manage the Estuary Nature Center, including updating displays and creating engaging content
- Plan and implement outreach at public events and other similar activities, in coordination with other staff
- Coordinate with other staff to plan, create, and implement the triennial State of the Bay events

Development and Grant Management (20%)

- Create and implement various development campaigns via the Bloomerang platform
- Oversee the Mutts for the Bay donor program, related communications, and support the Education Coordinator in program implementation
- Implement donor appreciation efforts
- Apply for and manage grants to support communications, education, and outreach

Minimum Qualifications

- BA/BS, coursework, or equivalent work experience in the environmental field (natural resources management, environmental science, biology, environmental education, or similar)
- Three to five years of experience in communications, outreach, or public engagement work
- Excellent verbal communication skills, with experience in public speaking, presentations, and/or education
- Excellent written communication skills with demonstrated experience writing for public audiences
- Ability to translate technical information clearly and appropriately for diverse audiences, consistent with organizational voice and messaging
- Strong organization skills and attention to detail; ability to manage multiple projects with varying timelines and reporting requirements
- Proficiency in Microsoft Office 365 programs (Word, Excel, Outlook, PowerPoint) and Adobe Acrobat Pro
- Basic graphic design skills using Canva or similar

Preferred Qualifications

- Experience managing projects, grants, and associated budgets
- Experience working with environmental conservation initiatives or small nonprofit organizations
- Experience supporting or coordinating volunteers, interns, and/or students
- Familiarity with public relations practices, including engagement with local media outlets (print, online, radio, and/or TV)
- Proficiency with Adobe Creative Cloud programs (InDesign, Photoshop, Illustrator)
- Experience maintaining and updating websites through content management systems (e.g., WordPress)
- Knowledge of nonprofit fundraising, donor communications, and grant management

Pay, Benefits, & Work Environment

This is a non-exempt, full-time position with a pay rate of **\$24 to \$27 per hour**, depending on experience. Anticipated **start date in July 2025**.

Benefits include:

- Paid sick leave, vacation, and holidays
- Group health insurance
- Optional Flexible Spending Accounts
- Work from home and cell phone stipends
- SIMPLE IRA retirement savings with employer match
- Flexible work schedules within a casual, collaborative office environment

Work Expectations:

- Flexibility to work remotely for portions of the schedule
- Regular in-person participation required for office work, outreach events, public engagement, and meetings across Morro Bay and San Luis Obispo County
- Indoor and outdoor work required
- Occasional evening and weekend hours for events

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

To apply, please submit the following materials:

- A cover letter describing your interest in the position and relevant experience
- A current resume
- A writing sample (750-1,000 words preferred) where you are the sole author that demonstrates your ability to communicate clearly to a general public audience. Examples could include a blog post, outreach material, press release, or similar.



MORRO BAY

NATIONAL ESTUARY PROGRAM

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Please submit application materials in PDF format to hireing@mbnep.org, with the **subject line: Community Engagement Coordinator Application**. The Estuary Program would like to fill the position as soon as possible; the review and selection process will proceed as applications are received. Applications are accepted until June 6, 2025. Proof of valid driver's license, insurance, clean driving record (DMV report), and reliable transportation must be confirmed before a final offer is made. All offers of employment are contingent upon the successful completion of a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees are required to meet Bay Foundation policies regarding working with minors.

The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.