

Education & Outreach Projects Manager

Position Announcement

Position Overview

The Estuary Program is seeking an **Education & Outreach Projects Manager** to support E&O program management, including project development, financial administration, and grant management. This position develops and implements all education, outreach, and communication efforts for the program to increase knowledge and stewardship to help protect Morro Bay and the lands that surround it. The E&O Projects Manager works with the Executive Director and Associate Director to promote estuary and watershed health and showcase the scientific, restoration, and education work of the Estuary Program. The position reports to the Executive Director.

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.

Essential Duties & Responsibilities

The Estuary Program is a dynamic environmental nonprofit organization. While these are the anticipated duties and responsibilities, they may shift due to changing program priorities. Other duties may be assigned.

Project Management

- Develop and implement education, outreach, and communication efforts to meet our Comprehensive Conservation & Management Plan (CCMP) goals.
- Manage contracts, budgets, schedules, and financial administration for E&O initiatives and projects.
- Oversee workload and direct tasks for E&O program and staff.
- Work with Estuary Program leadership to develop strategy and vision for E&O efforts.
- Identify new opportunities for education, outreach, and funding.
- Manage the Mutts for the Bay program, including donor relations, grant funding oversight, etc.
- Assess effectiveness of E&O efforts.

Communications & Media

- Develop and implement public outreach campaigns about estuary health and stewardship.
- Develop blogs, newsletters, social media, website content, brochures, reports, and other print and web-based content to implement communication goals.
- Write press releases and engage with local media to promote initiatives and events.



- Collaborate with the National Estuary Program network to broaden communication efforts.

General Outreach & Events

- Collaborate with staff and partners to develop and participate in outreach events.
- Work with the E&O staff to manage and update the Nature Center.
- Work with the Education Coordinator to develop and manage education programming, including content development, programmatic goal development, contracting, budget management, etc.
- Work with the E&O staff to develop and coordinate volunteer opportunities, including beach cleanups, community science opportunities, and volunteer restoration days; coordinate volunteer appreciation efforts.

Development & Grant Management

- Apply for and manage grants to support E&O efforts.
- Create and implement development campaigns.
- Implement donor appreciation efforts.

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 communication and outreach.
- One to two years of project management experience that includes budgeting, contracting, scoping, and general financial administration.
- Supervisory experience, including interns, volunteers, or students.
- Strong verbal communication skills, with experience in public speaking and presentations.
- Excellent written communication skills with demonstrated experience writing for public audiences.
- Ability to convey technical information clearly and appropriately for diverse audiences.
- Strong organizational 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.
- Proficiency with basic graphic design with programs such as Canva.

Preferred Qualifications

- Experience managing and applying for grants.
- Experience working with environmental conservation initiatives or small nonprofit organizations.
- Knowledge of nonprofit fundraising and donor communications.

Pay, Benefits, & Work Environment

This is a non-exempt, full-time position with a pay rate of **\$30 to \$33 per hour**, depending on experience. Anticipated **start date in August 2026**.

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:

- Work primarily occurs during regular business hours (Monday to Friday from 8 a.m. to 5 p.m.).
- Flexibility to work remotely on appropriate tasks 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 and meetings.
- Ability to drive, as travel to events, meetings, etc. is essential to the job.

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 public audience.

Please submit application materials in PDF format to hring@mbnep.org, with the **subject line: E&O Projects Manager 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 Friday, July 24, 2026, at 4 p.m. Proof of valid driver's license, insurance, clean driving record (DMV report), and reliable transportation must be confirmed before a final offer is made, as driving is an essential part of the position. 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 must meet Bay Foundation policies regarding working with minors to be eligible for employment.

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.