



Environmental Communications & Outreach Projects Manager

Position Announcement

The Estuary Program is seeking a full-time **Environmental Communications & Outreach Projects Manager** to oversee projects and develop communication and outreach efforts to increase knowledge and stewardship that protects Morro Bay and the lands that surround it.

About the Organization

The **Morro Bay National Estuary Program** is a place-based, science-focused nonprofit that protects and restores the Morro Bay estuary and watershed for people and wildlife. MBNEP.org.

Essential Duties

Project Management

- Develop and implement education, outreach, and communication efforts.
- Manage contracts, budgets, schedules, and financial administration.
- Oversee workload and direct tasks for communications & outreach program and staff.

Communications

- Utilize strong writing skills and ability to convey technical information to the general public.
- Develop blogs, newsletters, social media, website content, and other print and online materials.

Outreach & Events

- Develop and implement public outreach campaigns about estuary health and stewardship.
- Collaborate with staff, partners, and volunteers to develop and participate in outreach events, including beach cleanups, community science opportunities, and volunteer restoration days.
- Work with the Education Coordinator to develop and manage education programming.

Minimum Qualifications

- BA/BS, coursework, or equivalent work experience in the environmental field (natural resources management, environmental science, biology, environmental communication, etc.).
- 2 to 4 years of experience in communications and outreach.
- 1 to 2 years of project management experience, including budgets, contracts, and general financial administration.
- Supervisory experience, including interns or volunteers.
- Strong written and verbal communication skills, with the ability to convey technical information to diverse audiences.
- Proficiency in basic office programs (Microsoft Office 365, Adobe).
- Experience with graphic design using programs such as Canva.

Preferred Qualifications

- Experience managing and applying for grants.
- Experience working with nonprofit organizations.
- Knowledge of nonprofit fundraising.

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, with opportunities for pay increases with strong performance. Anticipated **start date in October 2026**.



MORRO BAY NATIONAL ESTUARY PROGRAM

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www.mbnep.org

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, 8 a.m. to 5 p.m.).
- Regular in-person participation required for office work, outreach events, 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. If you live outside the area, please address your willingness to relocate.
- A current resume.
- Include a link to a piece of engaging writing for a public audience where you were the sole author.
- Use of AI in the application is not appropriate as we want a sense of your unique communication style.

Please submit application materials in PDF format to hiring@mbnep.org, with the **subject line: Environmental Communications & Outreach Projects Manager Application**. The review and selection process will proceed as applications are received. Applications are accepted until **Friday, October 2, 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.