



Request for Qualifications: CoastSavers Program Coordinator

Location: Remote; Available to lead beach cleanup activities on the Olympic Peninsula, WA
Status: Independent Contractor

Overview of Need

Washington CoastSavers is an alliance of partners and volunteers dedicated to keeping the state's beaches clean of marine debris through coordinated beach cleanups, education, and prevention.

Do you love the outdoors and enjoy stewardship of the environment? The National Marine Sanctuary Foundation and Washington Clean Coast Alliance are looking to immediately contract with a motivated, part-time CoastSavers program coordinator to plan and assist in three annual beach cleanups along the Washington Coast, in addition to providing education and outreach on marine debris to communities across the Olympic Peninsula. This individual should be independently-motivated, conservation-driven, have excellent time management skills and people skills, and be able to develop and maintain working relationships with multiple partners. We are looking for someone who loves the Olympic Coast and wants to work to mitigate the plastic pollution problem that is facing our shorelines today.

This person will work closely with Foundation and Olympic Coast National Marine Sanctuary staff, CoastSavers Steering Committee, and other consultants to support marine debris beach cleanups and recycling efforts on the Olympic Peninsula in support of a cooperative agreement from NOAA Marine Debris Program awarded to the Foundation in 2021. The contract is intended to last for two years, matching the term of the cooperative agreement. Relevant support tasks for these projects will include, but are not limited to:

- Coordinate overall logistics for three annual beach cleanups, specifically the "Washington Coast Cleanup" in April, the post-Independence Day cleanup, and the "International Coast Cleanup" in September
- Inventory & order supplies for cleanups
- Coordinate dumpster drop off and pick up
- Coordinate and standardize beach site plans
- Coordinate day-of-event BBQs and gatherings to engage, facilitate, and celebrate volunteer efforts
- Post regularly on CoastSavers social media and produce and distribute quarterly E-newsletters
- Coordinate press releases and respond to email and phone inquiries
- Recruit sponsors and partner groups
- Facilitate regular Alliance Steering Committee conference calls and meetings, distributing and updating meeting minutes



National Marine Sanctuary Foundation

- Organize and maintain CoastSavers Google Drive
- Coordinate an annual Steering Committee meeting (in-person, virtual, or hybrid)
- Work with Executive Committee on strategic plan for WA CoastSavers
- Contribute to fundraising efforts for CoastSavers
- Work with Alliance members to update CoastSavers website, maintain CoastSavers database, and manage online registration for 1000+ volunteers

Planning work will be completed remotely; candidate will be required to be present on the Olympic Peninsula for beach cleanup days; candidates with networks in and knowledge of the area will be more favorably considered.

Qualifications and Requirements

Required Qualifications:

- One to two years of relevant experience
- Must be able to lift up to 50lbs and traverse unsteady terrain
- Bachelor's degree or equivalent is preferred, ideally in environmental science, conservation, biology, ecology, etc.

Desired Applicant Skills:

- Skilled in recruiting, training, and supervising volunteers
- Able to understand and report beach cleanup data
- Self-motivated
- Collaborative
- Passion for marine conservation
- Web and social media savvy
- Comfortable speaking at group meetings

Compensation

Qualified candidate will be an independent contractor with the National Marine Sanctuary Foundation in Silver Spring, MD. Independent contractors are not benefits-eligible. A full scope of work for the project will be determined by the Foundation in collaboration with the CoastSavers team in the development of a contractual agreement with the selected applicant. Expected time commitment approximately 10-18 hours a week at \$25/hr. Contract term expected December 2021 through August 2023. Total not to exceed \$34,300 USD.

How to Apply

[SUBMIT QUALIFICATIONS HERE](#) Please send a cover letter, and resume/CV with 3 professional references. The Foundation will contact selected applicants for an interview.