



Want to make a positive, meaningful, and lasting contribution to your community? So do we. Come work with us. We are an ambitious bunch, headquartered in the heart of the Southern Oregon Coast, in Port Orford, Oregon. We play hard, but we work hard too.

REDFISH ROCKS COMMUNITY TEAM PROJECT COORDINATOR

POSITION DESCRIPTION

Location: Port Orford, OR

Anticipated Start Date: October 25, 2018

Reports to: The Redfish Rocks Community Team Advisory Board and Ben Scheelk, Senior Program Manager at The Ocean Foundation. The [Redfish Rocks Community Team](#) is a fiscally sponsored entity of [The Ocean Foundation](#).

Who We Are:

The Redfish Rocks Community Team strives to support the success of the Redfish Rocks Marine Reserve and Marine Protected Area through community engagement and effective partnerships.

The [Redfish Rocks Marine Reserve and Protected Area](#) was established in 2012 following a community-based process in Port Orford, Oregon that engaged fishermen and other stakeholders and scientists in determining location, boundaries, and draft rules. The Redfish Rocks Community Team was integral to this process, and has remained engaged in marine reserve related endeavors.

The Redfish Rocks Community Team works with community members, businesses, teachers, academic institutions, fishermen, state agencies, local government, NGOs, and other partners to develop successful projects, events, and programs. Our work focuses on developing and executing education and outreach programs to communicate marine reserve happenings, enhance ocean literacy, engage citizens in science, and foster a continued healthy dialog among stakeholders.

Description of work

The project coordinator works with the Redfish Rocks Community Team to achieve organizational goals, including the implementation of projects, management of contracts, processing of invoices and administrative documents, managing grant accounts, and financial management of the Redfish Rocks Community Team's assets with our fiscal sponsor, The Ocean Foundation.

Responsibilities

- Work directly with the RRCT Advisory Board to ensure progress toward team goals and objectives as outlined during strategic planning.
- Initial focus will be on completion of projects currently underway.
- High level to fine detail coordination of projects and programs focused on marine reserve outreach and engagement. Projects include outreach and engagement, educational presentations, volunteer management, event planning, meeting facilitation, contract management, and recruitment.
- Developing, tracking, and successfully fostering the team's budget to ensure responsible execution of dedicated project funds.
- Maintaining professional, productive, and thoughtful communication with all stakeholders and partners of the Redfish Rock Community Team.
- Implement various aspects of the team's fundraising plan and facilitate additional fundraising opportunities.
- Create detailed final and interim reports on completed and current project work.
- Organize productive team meetings and various other community/stakeholder meetings as is required or necessary.
- Produce monthly activity reports.
- Develop and deliver articulate and professional presentations to partners, stakeholder groups, and members of the public.
- Act as the point of contact for the Redfish Rocks Community Team.

Qualifications

- 4 year college degree or 2 year degree plus comparable experience in science communication, marine sciences, community development, natural resource management or other closely related fields.
- Experience working with non-profit groups, community/school groups, associations, commissions, or other highly collaborative groups.
- Proficiency in Word, Excel, graphic presentation software, and skills in developing attractive and effective printed and digital materials. Proficient in the use of social media tools such as facebook and other platforms.
- Strong organizational skills and ability to create and maintain systems to ensure easy and accurate flow of information among collaborating individuals, and to make both digital and physical documents, tools, and other instruments readily available. Applicant should have knowledge of and experience in using digital document sharing/project collaboration platforms such as Google Drive, Trello, etc.

- Strong written and oral communication skills are essential, with an ability to take large complex subjects and distill them down to their most compelling components in order to be understood by a wide variety of audiences.
- Strong presentation skills and an ability to interact positively with a broad range of stakeholder groups to promote constructive dialogue.
- Clear demonstration of leadership skills in facilitating meetings, managing volunteers, and coordinating timelines, people, and necessary resources to meet deadlines and desired outcomes. Attention to detail and ability to multitask is critical.
- Ability to work independently and as part of a team.

Successful Applicant Description

Personal qualities like commitment to conservation, ability to work with diverse stakeholders, interest in developing innovative projects and partnerships that advance the community team mission. Thrives in uncertain situations and provides leadership to help bring clarity to obtain meaningful and positive results. Engaging and personable, with an ability to connect with various stakeholders in order to promote constructive dialogue around marine reserves and related topics.

How To Apply:

Forward a cover letter (1 page maximum), resume, and three professional references to: info@redfishrocks.org with this position's title in the subject line by close of business on the day of the application deadline listed below.

The Selection Process:

1. **Application materials due: 5 pm October 12**
2. Candidate interviews: week of October 15-19
3. Follow up question period, as necessary, and reference checks.
4. Offer of contractual employment to begin: October 25

Additional Information

Pay Range: \$20-25/hr. depending on experience.

This is currently a part time contract position, not to exceed \$24,000, with opportunity to build into a full-time position.

The Redfish Rocks Community Team is an Equal Opportunity Employer. We believe that a diverse staff of qualified, highly-skilled, and creative individuals is necessary to achieve our vision and mission. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions.