



Program Associate

Job Description

June 2015

- Title:** Program Associate
- Reports to:** Program Coordinator
- Location:** Santa Cruz, CA
- Status:** Part-time contract employee, with the opportunity for full time. Some evening and weekend work required.
- Salary:** Commensurate with experience
- Apply:** Please send cover letter and resume to Rachel Kippen- Rachel@saveourshores.org

Save Our Shores is a non-profit marine conservation organization located in Santa Cruz, California, with programs in Monterey, Santa Cruz, and San Mateo counties. Our mission is caring for the marine environment through ocean awareness, advocacy, and citizen action.

The Program Associate is a program support role whose primary duties involve assisting the Program Coordinator and Program Manager. This position may also support other SOS staff as time allows.

Primary Duties & Responsibilities:

Public Beach, River, and Adopt A Levee Cleanups

Coordinate and manage program

- Permit for cleanups
- Pack supplies and ensure quality control on supply packing from intern
- Ensure that all supplies are put away after events
- Ensure that all cleanup data is processed and tracked in Program Tracking
- Staff cleanup event as deemed necessary by Program Coordinator and Program Manager

Special Events

Serve as event related support to Program Coordinator

- Serve as support for large events (Earth Day, July 4/5, ACC) and smaller fairs and festivals
- Coordinate permits, event logistics as tasked by Program Coordinator
- Coordinate with Program Coordinator for event details, scheduling and recruiting volunteers
- Manage event tracking tools and reporting

- Staff events as necessary

Education

Serve as support staff to Program Coordinator leading education programs

- Conduct school presentations (MPAs and plastic pollution) assigned by Program Coordinator
- Track all school presentations and enter grant tracking for school presentations
- Assist with education related grant obligations and reports
- Assist in education related articles for SOS newsletter, website and e-bulletin
- Assist with community presentations as they arise

Advocacy

Support Program Coordinator and Program Manager in advocacy projects

- Complete data collection and community surveying projects as deemed necessary by PM
- Attend and speak at relevant meetings
- Assist in the creation of outreach materials for specific campaigns
- Coordinate volunteers to assist with these efforts.

Clean Boating

Serve as primary staff leading Clean Boating events

- Conduct Dockwalker events
- Track all Dockwalker Events for grant tracking
- Assist with Clean Boating related grant obligations and reports
- Assist in Clean Boating related Articles for SOS newsletter, website, and e-bulletin

Community Service Volunteer Management

Manage community service volunteers for SOS events and projects

- Schedule and manage community service volunteers

Storm Drain Stenciling

Serve as primary contact for storm drain projects

- Coordinate all storm drain stenciling projects
- Assist with storm drain stencil related grant applications, obligations and reports
- Write storm drain stencil related articles for SOS newsletter, website and e-bulletin

All tasks are subject to change, and may include other duties, as assigned.

Requirements

- Bachelor's degree in Environmental Studies, Biology or related field
- Strong communication and writing skills
- Ability to work well with others
- Ability to multi-task and take responsibility for your assigned tasks