



45 School Street, Suite 403, PO Box 489, Mahone Bay, NS, B0J 2E0

Tel: 902-634-9977 Email: [info@coastalaction.org](mailto:info@coastalaction.org) Web: [www.coastalaction.org](http://www.coastalaction.org)

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## Coastal & Marine Project Coordinator – Full-time

Coastal Action is a charitable organization that addresses environmental concerns throughout the South Shore region of Nova Scotia and was established in December 1993. On behalf of Coastal Action, we are looking for a dedicated and motivated team player to fill our Coastal & Marine Team Project Coordinator position. This role is a full-time position beginning in July 2022.

Reporting to the Coastal & Marine Team Lead, the Project Coordinator will assist with all Coastal & Marine Team projects, including a project focused on retrieving abandoned, lost, and discarded fishing gear from the marine environment and assisting in a coastal wetland/marsh assessment and outreach project, both funded by Fisheries and Oceans Canada. The Project Coordinator will also assist on the team's microplastic projects, event and workshop planning, and Field Technician supervision.

### Your Opportunity:

- Create field plans and facilitate all aspects of data collection.
- Conduct hands-on field work in coastal and at-sea environments.
- Supervise field staff.
- Work with industry, academia, government, and non-governmental partners to finalize workplans and work through any project issues.
- Research and prepare written materials for coastal & marine projects.
- Create project communications content (captions, infographics, website content).
- Work with the Team Lead to develop new projects, programs, and partnerships. This would include report writing and proposal writing tasks.
- Host presentations, workshops, and events to partners and the general public.
- Coordinate data entry and oversee data management.

### Your Experience(s) and Education:

- Post-secondary education with a concentration in ocean sciences, marine management, environmental science, or other related disciplines.
- Flexible and adaptable to a changing work schedule (including travel, overnight stays, weekend, and evening work).
- Experience at-sea, boat and vessel experience, and at-sea observation experience.
- Self-motivated, with the ability to work independently.
- Ability to perform and multi-task in challenging work environments and weather conditions.
- Strong organizational skills, attention to detail, and efficient time management.
- An aptitude for safe work practices.
- Strong oral and written communication skills.
- Proficiency in Office 365 applications, particularly Excel.
- A valid driver's license and access to a vehicle for work purposes.
- Current certification in Standard First Aid + CPR Level A (or equivalent) by the start date of the contract.



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- Current certification in Domestic Vessel Safety (DVS) Training is considered an asset.
- Additional skills considered assets include experience with the fishing industry and in receipt of a pleasure craft operator's license.

### ***How do we define success for your role?***

The Coastal & Marine Team Project Coordinator will spend their time managing all field activities for the team's current ghost gear and coastal wetland/marsh assessment projects. This will include developing field plans, communicating with project partners, supervising field technicians, collecting in-field data, and reporting findings to partners, funders, as well as the public. This will be an exciting, fast-paced, and dynamic role that includes involvement in several project activities. Field work locations will include days onboard lobster fishing vessels across Nova Scotia. Candidates must be experienced working in and around water, on boats, and performing physical tasks in all weather conditions and challenging environments. This position will require flexibility, travel requirements, overnight stays, and possible evening and weekend work. A hybrid, at-home and in-office, work schedule can be arranged, with some days required at Coastal Action's office in the Mahone Bay Centre in Mahone Bay, Nova Scotia.

Coastal Action is a driven team dedicated to providing education, research, and environmental services to the South Shore region of NS. If you have what it takes to join our team, we would like to hear from you.

Resumes and accompanying cover letters identifying how you can contribute to Coastal Action's success as a Coastal & Marine Team Project Coordinator can be sent to [ariel@coastalaction.org](mailto:ariel@coastalaction.org).

Coastal Action is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Closing date: July 1, 2022, at 11:59 PM AST**