



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)

---

### ***Coastal & Marine Team Lead – Full Time***

Coastal Action is a community-based charitable organization that addresses environmental concerns throughout the South Shore region of Nova Scotia, established in December 1993. On behalf of Coastal Action, we are looking for an experienced self-starter to fill our Coastal & Marine Team Lead role. Located in Mahone Bay, this role is a full-time and a renewal contract.

Reporting to senior management (Executive and Assistant Directors), the Coastal & Marine Team Lead aims to achieve Coastal Action's vision of a healthy environment for future generations. The successful candidate will lead the Coastal & Marine Team's programs and contracts related to marine debris, microplastics, coastal wetlands, and other coastal and marine issues. The Coastal & Marine Team Lead will contribute to the continued overall success of the organization.

### ***Your Opportunity:***

#### ***Team Lead***

- Supervise the Coastal & Marine Team and coordinate the successful completion of all contract/project deliverables.
- Using strong problem-solving and communication skills, coordinate project partners and programs at a regional scale.
- Develop and facilitate workshops, events, and regional-scale meetings.
- Coordinate the hiring, training, and supervision of project coordinators and field technicians.
- Act as management liaison with team members and the Executive Team.
- Using best leadership skills, provide daily guidance on operations and administrative items, while ensuring all team members are following operational and OH&S policies and procedures.
- Using best time management and influential skills, conduct monthly team operational meetings to discuss project goals, new project ideas, outreach events, and open floor discussions.
- Create procedures and protocols for individual projects and team members to follow, as needed.
- Following grant deadlines and best-written communication skills, apply for funding opportunities and report on deliverables.
- Contribute to other Coastal Action projects, initiatives, and events as needed across all departments.

#### ***Field/Project Work***

- With strong organizational and time management skills, manage various Coastal & Marine programs and contracts.
- Using effective verbal and written communication skills, work with various stakeholders, committees, and volunteer groups on conservation projects/programs. Attend outreach events as required.
- Utilizing internal and external processes, identify and develop new projects to communicate with the Executive Team.
- Using sound judgement and technical experience, conduct various fieldwork activities including, but not limited to, coastal and salt marsh assessments, microplastic data collection, and ghost gear (at-sea and shoreline) data collection.
- Conduct statistical and general analyses of data and technical/scientific reporting.
- Engage in project development and grant writing.



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)

---

- Using budget guidelines, and following any applicable procurement processes, order supplies as required.

***Your Experience(s) and Education:***

- Post-secondary education in environmental science, or similar education.
- At least 3-5 years experience working in the environmental sector, preferably in a similar role.
- A minimum of 1 year of supervisory or team lead experience.
- Previous environmental/non-profit experience is considered an asset.

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

As an experienced Coastal & Marine Team Lead, you can establish and maintain effective relationships, both internal and external to the organization. You enjoy working in an environment that requires an entrepreneurial approach. You possess excellent organizational skills and a demonstrated ability to execute multiple project management functions and priorities consistently. You have acquired excellent written and verbal communication skills with a strong facilitation background. Meeting tight deadlines, multi-tasking, and mentoring a team excites you. You are comfortable working in a role that requires visionary, leadership, and tactical approaches.

Coastal Action is a driven team dedicated to providing education, research, and environmental services to the South Shore region. 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 our Coastal & Marine Team Lead can be sent to: [shanna@coastalaction.org](mailto:shanna@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: January 30, 2023**