



JOB DESCRIPTION

Date	<i>January 4, 2021</i>		Amendment Date	<i>N/A</i>
Job Title	<i>Ocean Friendly Project Coordinator</i>		Pay Grade	1221 \$38,000 per annum
Department	<i>Coastal & Marine Team</i>		Position Type	<i>Full time – Contract Position</i> <i>January 2021 – March 31, 2021 (with potential for extension)</i>
Position reports to	<i>Coastal & Marine Team Lead</i>			
Direct Reports	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If yes, position(s) managed		

Job Purpose

Reporting to the Coastal & Marine Team Lead, the Ocean Friendly (OF) Project Coordinator is responsible for developing, delivering, and overseeing assigned projects, namely the Ocean Friendly program, as well as contributing to the growth of Coastal Action’s programming. The Project Coordinator contributes towards Coastal Action’s mission and works to achieve our vision of a healthy future for all generations through new initiatives and projects. Utilizing superior project management, time management, research, and grant writing skills; the Project Coordinator oversees an array of projects as directed by the Team Lead, as well as community-based projects in partnership with other organizations. The Project Coordinator regularly consults with outside project contacts, communicating results to management, project partners, the community, and funders.

Key Accountabilities

Project Management

- Using best time management, ensure programming is on-time and within the budget
- Oversee project communication (including report writing) and partnerships with funders, partners, project consultants, and media
- Using best analytical skills, research and develop protocols, templates, contracts, databases, and strategies for program delivery
- Improve project feasibility and impact through concurrent programming and make positive recommendations for change (where applicable)
- Meet project deadlines with key community partners
- Compile and complete reports with great attention to detail and adhering to project deadlines
- Conduct data analysis with a high degree of proficiency using Excel and statistical analyses programs



New Program Development

- Manage Ocean Friendly Instagram page
- Utilizing strong written skills and following grant writing guidelines, write and apply for new or extension grants
- Following grant guidelines, create new programs, policies, manuals, and projects for successful grant applications, include Team Lead and other internal partners as needed
- Establish partnerships with environmental organizations, government, and academic partners, etc. to build and support programming
- Research current environmental trends to inform project development

Community Outreach and Education

- Develop workshops for partners, businesses, and the public
- Host presentations, answering audience questions and distributing materials
- Plan and host project workshops, tours, and volunteer events – including advertising, distributing, and managing event registration for project partners, and ordering tools and supplies
- Plan individual workshop activities and demonstrations
- Coordinate regular communication and liaise with Team Lead and other members of the Team
- Coordinate and deliver educational speeches on topics relevant to Coastal Action projects during planned events
- Contribute to creation of various outreach materials with the Graphic Designer
- Engage with members of the public on specific Coastal Action projects

Technical Support, Development, and Siting for Coastal and Marine Projects

- Use tools and protocols to report on best practices, program successes, and next steps
- Create basic maps
- Research appropriate best management practices, equipment, methods, and protocol for projects
- Conduct data analysis
- Consult and organize with partner and funders to determine project workplans

Other Project Duties

- Contribute to other projects, initiatives, and events as needed across all departments
- Proposal writing, research, and support for other Coastal Action projects
- Contribute to social media and website content, including taking photos, videos, and providing descriptions



Technical Knowledge/Skills

- Knowledgeable of current environmental issues.
- Knowledge of coastal and marine research methods and protocols.
- Analyze and compare data to standards.
- Excellent research, project management, and communication skills (written and verbal).
- Foundational knowledge of single-use plastic alternatives, suppliers, and recognition systems.
- Knowledge of NS OH&S, ensuring adherence to specific safety regulations and directives (e.g., Domestic Vessel Safety, First Aid, WHIMIS).
- Technical skills in basic GIS, PowerPoint, Office Suite, and Adobe Suite.
- Exhibits strong communication skills including partner development, networking, and business consultation.
- Knowledge of marine debris, ghost gear, microplastics, and plastic pollution.
- Strong skills in various social media platforms to maintain communication with all project stakeholders.
- Produce basic design and educational materials.

Behavioral Skills

- Strong organizational and analytical skills.
- Comfortable working alone for long periods of time with little direct supervision.
- Project management expertise.
- Eagerness to work with staff to evaluate and develop core strengths and reach objectives.
- Champion of Coastal Action's values in the workplace.
- Demonstrates credibility, reliability, and trustworthiness.
- Using best time management, exhibits a proactive approach to projects and daily tasks.
- Superior ability to understand and manage multiple priorities.
- Ability to work well under stress and meet critical deadlines.
- Using best judgement and problem-solving skills, identify the most appropriate solution from several options using prior knowledge and experience.
- Demonstrated ability to learn quickly and apply logical thinking when assigned tasks.
- High degree of comfort and ability to take initiative to troubleshoot problems quickly, especially in the field.



Experience

- A minimum of one to three years experience in similar role
- Previous environmental/non-profit experience are considered assets

Educational Qualifications

- | | |
|---|--|
| <input type="checkbox"/> Community College Diploma | Please specify: |
| X Bachelor's Degree | Please specify: Environmental Science or similar |
| <input type="checkbox"/> Specialized knowledge/professional certification | Please specify: |
| <input type="checkbox"/> Master's Degree | Please specify: |

Working Environment

The following working conditions and physical demands that relate to the essential functions of the position include:

- Some daily travel is required to complete job duties
- Constantly conduct light physical efforts – sitting, bending, reaching, carrying light items up to 20 pounds, walking, and standing
- Limited heavy physical efforts – carrying/lifting heavy items, pushing, pulling, kneeling, crouching, and repetitive movements
- Regular need to read and analyze information; view a computer monitor, tools, and data several times per day while creating documents and emails
- Operating within peak periods and accelerated work pace based on job/project deadlines
- Sitting, typing, and repetitive hand movements consistent with a field and office environment
- Regularly communicate with others via email, telephone, or in-person
- Considerable and constant attention to detail
- Mental – there is a need to balance multiple internal and external client requests and meet critical deadlines
- Requirements to work independently and within a team