



December 16, 2021

### **Job Announcement**

The North Carolina Coastal Federation is currently seeking a full-time **Coastal Specialist** for our Outer Banks regional office in Wanchese, N.C. The federation is a non-profit organization that has worked since 1982 to protect and restore the coast. The coastal specialist works as an integral member of our regional team to advance the federation's restoration and education goals. Specifically, the coastal specialist assists in conducting and communicating regional restoration activities and projects. The coastal specialist works with federation members, volunteers, student groups, coastal stakeholders, government agencies, university researchers and others to achieve goals and benchmarks set each year by the federation's board of directors.

**Title:** Coastal Specialist

**Status:** Full-time, non-exempt

**Salary Range:** \$36,000 to 48,500

**SUMMARY:** The primary responsibility of the coastal specialist is to help federation staff complete and communicate about projects that advance the organization's goals and benchmarks.

### **PRINCIPAL RESPONSIBILITIES:**

- Work with federation staff on assigned projects and programs including the regional oyster shell recycling program, communications about oyster restoration work and marine debris-related activities.
- Coordinate additional grant-related programs as assigned.
- Engage diverse audiences.
- Assist with office operations and maintenance.
- Complete other tasks as assigned by the regional supervisor and approved by the Executive Director. This may include equipment and vehicle maintenance, special event coordination and/or conservation easement monitoring, etc.

### **COMPETENCIES:**

- Ability to operate field equipment and tools
- Ability to work with volunteers and students
- Ability to prepare project reports
- Ability to work as part of an integrated team as well as perform assignments independently
- Ability to work outside year round
- Ability to lift 40 pounds and work in physically demanding coastal environments
- Excellent public speaking and presentation skills
- Provide professional representation of the federation
- Proficient computer skills
- Strong personal environmental ethic
- Ability to assist in cultivating federation supporters



**EDUCATION and EXPERIENCE:**

- Minimum bachelor's degree in Coastal Resource Management or Environmental Science, or related field.
- East coast estuarine and coastal systems knowledge preferred.
- Experience working around coastal waters.
- Experience in project management, field work, non-profit organizations and environmental management.
- Experienced in using Microsoft programs (Word, Excel, PowerPoint)

**ADDITIONAL DESIRED SKILLS:**

- Knowledgeable of boat operations and maintenance
- Knowledgeable about website maintenance, social media platforms, graphic design experience and/or a willingness to learn.

**To Apply:** If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and restoration programs and then email a cover letter, resume and three references to [nccf@nccoast.org](mailto:nccf@nccoast.org) (no phone calls please). In the cover letter please outline your skills, abilities, and interest in coastal restoration and outreach activities.

**Deadline to apply January 10, 2022.**

North Carolina Coastal Federation  
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Newport, NC 28570  
[nccf@nccoast.org](mailto:nccf@nccoast.org)

**NO PHONE CALLS PLEASE**

*Equal Employment Opportunity*

*The North Carolina Coastal Federation is committed to equal opportunity in employment. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry, or other status protected by law.*