



North Carolina
Coastal Federation
Working Together for a Healthy Coast

June 7, 2022

Job Announcement

The North Carolina Coastal Federation is currently seeking a Coastal Habitat Projects Assistant. The coastal habitat projects assistant is a new and temporary role that will work closely with the Coastal Habitat Coordinator to advance conservation advocacy and planning priorities for coastal habitats in North Carolina; the position is based in our office in Ocean.

Title: Coastal Habitat Projects Assistant

Status: Temporary (9-month), Full-time, exempt

Salary Range: \$40,000 to 45,000, commensurate with experience

SUMMARY: The primary responsibility of the Coastal Habitat Projects Assistant is to help advance coastal habitat conservation priorities by supporting projects that protect and restore salt marsh and Submerged Aquatic Vegetation (SAV) in North Carolina.

PRINCIPLE RESPONSIBILITIES:

- Assist in implementing project strategies to secure regulatory and voluntary measures that protect and restore SAV and salt marshes in North Carolina
- Track project progress and help keep a team of staff, contractors, and partners on track with scheduling, tasks, deadlines, and other administrative needs that may arise
- Conduct online and/or in-person research as needed, including possible site visits
- Facilitate information flow among the team via regular check-in meetings, email and/or phone correspondence and set up additional meetings as needed
- Provide event planning support for meetings, workshops, and conferences associated with the project
- Help organize, prepare for, lead, and report out on meetings (virtual or in-person, as needed)

COMPETENCIES:

- Well-organized, mature, thorough, self-starter
- Clear and concise communication style
- Ability to work as part of an integrated team as well as perform assignments independently
- Excellent technology skills
- Professional representation of the Federation
- Strong personal environmental ethic

EDUCATION and EXPERIENCE:

- Minimum associate degree in Coastal Resource Management or Environmental Science, or related field
- At least 3 years' experience in environmental conservation, policy, stakeholder engagement, and/or other relevant experience
- Environmental or restoration project experience preferred
- Experienced in using Microsoft programs (Word, Excel, PowerPoint)



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

Deadline to apply: June 20, 2022

Mail

North Carolina Coastal Federation
3609 Highway 24 (Ocean)
Newport, NC 28570

Email

nccf@nccoast.org

For electronic submissions, include *Coastal Habitat Projects Assistant* in the email subject line.

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.