



**24 November, 2025**

## **Position Announcement Outreach and Extension Coordinator**

### **Job Announcement**

The North Carolina Coastal Federation is currently seeking an Outreach and Extension Coordinator. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast through education, advocacy, and habitat restoration and preservation. This position will report to the Coastal Federation's Central Office (Headquarters) located in Newport, North Carolina.

**Title:** Outreach and Extension Coordinator

**Classification:** Full-time, Exempt, Time-limited (3-year position, with option to extend)

**Recruitment Range:** \$55,000 - \$63,000, commensurate with experience

**Work Location:** Newport, North Carolina (Morehead City, Beaufort, Atlantic Beach)

**Closing:** December 5, 2025

**SUMMARY:** The Outreach and Extension Coordinator (OEC) is responsible for coordinating and implementing outreach and extension strategies under the supervision of the Chief Community Engagement Officer and in close coordination with the Federation's Program, Education, Communications, and Development teams. The OEC serves as the point person for outreach requests, ensuring they align with organization priorities and strategies. This position cultivates and supports partnerships with local governments, civic groups, and community organizations; develops and provides outreach and extension products that engage key audiences; coordinates and participates in community meetings and events; and develops and leads revenue-generating programs and environmental tours for the Federation, particularly at the Center for Coastal Protection and Restoration.

Through these efforts, the OEC supports community engagement, development, and outreach and extension goals to raise awareness of coastal issues, promote best practices, and elevate the profile and public support for the Federation.

### **PRINCIPAL RESPONSIBILITIES:**

- Provide professional presentations, extension products, and/or meeting facilitation for partners and community groups as identified for each program area in annual goals and benchmarks.

- Build and maintain relationships with local governments, civic organizations, and strategic partners, with a focus on central region needs.
- Work with Programs, Education, and Communications staff to develop consistent outreach materials, toolkits, and presentations.
- Represent the Federation at community events that maximize visibility and support for the organization.
- Help develop and implement revenue-generating programming for the Federation, including environmental tours, native plant sales, Center rentals, community engagement events, and the Coastal Leadership Institute.
- Coordinate and maintain a coastwide outreach calendar, track and evaluate, ensure strategic alignment with organizational goals, and highlight priority opportunities.
- Support the development and monitoring of outreach-related grants and projects.
- Perform other duties as assigned by the Chief Community Engagement Officer and approved by the Executive Director.

#### **COMPETENCIES:**

- Excellent written and oral communication skills, including clear communications for various audiences, presentation of scientific and persuasive information. Experience preparing and writing grant applications is preferred.
- Knowledge and experience in coastal outreach, education, interpretation, extension, and/or community engagement programs.
- Strong public relations, facilitation, and interpersonal skills, with the ability to represent the Federation professionally in diverse settings.
- Demonstrated project management experience with attention to detail and follow-through.
- Skilled public speaker with experience leading community meetings or workshops.
- Proficiency with common office and document management software.
- Meeting facilitation experience is preferred; certification or formal training is preferred.
- Highly motivated, dependable, and professional with strong organizational and time management skills.
- Ability to work independently and collaboratively under deadlines, while maintaining a positive and constructive attitude
- Knowledge of and commitment to the Federation's mission and North Carolina's coastal environment.
- Strong personal environmental ethic.

#### **EDUCATION and EXPERIENCE:**

- Bachelor's degree in environmental science, communications, or other position-relevant discipline and/or a minimum of five years relevant experience
- Minimum three years' experience in related work.
- Experience with nonprofit programs, including adherence to solicitation laws and ethical standards.
- Experience in project management along with staff and volunteer management, grant development and multi - participant coordination

- Understanding of the North Carolina coastal environment and the Federation's work.

**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 [hr@nccoast.org](mailto:hr@nccoast.org) (**no phone calls please**). In the cover letter, please outline your skills, abilities, and interest in the Outreach and Extension Coordinator position.

**Deadline to apply: December 5, 2025**

North Carolina Coastal Federation - Headquarters  
3609 Highway 24 (Ocean)  
Newport, NC 28570  
[hr@nccoast.org](mailto:hr@nccoast.org)

*Equal Employment Opportunity*

*The North Carolina Coastal Federation is committed to equal opportunity in employment and recognizes the value of a diverse workforce and organization. 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.*