



## Summer Position Available: Coastal Cleanup Day Coordinator

Heal the Bay is a non-profit environmental organization dedicated to making Southern California coastal waters, including the Santa Monica Bay, safe, healthy and clean for people and marine life. We achieve our goals through a variety of research, education, public outreach, advocacy and policy-oriented programs. Used by almost everyone in Southern California, our beaches and coastal waters are one of the region's most important natural resources.

Heal the Bay is looking for a well organized and very responsible individual capable of working in a fast-paced environment to recruit and coordinate volunteers for the 28<sup>th</sup> Annual California Coastal Cleanup Day, to be held on Saturday, September 21, 2013. Heal the Bay organizes thousands of volunteers annually to come out and clean more than sixty beach and inland sites. The Coastal Cleanup Day Coordinator will be working closely with the Coastal Cleanup Day Manager and programs, communications and development departments to coordinate a successful event.

This full-time temporary position (40 hr/week) is an excellent opportunity to gain experience and exposure in the environmental field. The job will begin on June 17, 2013 through October 4, 2013.

### Responsibilities:

- Work with the Coastal Cleanup Day Manager and staff to plan and promote Coastal Cleanup Day.
- Guide and work with the Coastal Cleanup Day Interns to carry out Coastal Cleanup Day.
- Recruit schools, businesses and community groups to participate.
- Coordinate and train speakers, volunteers, and staff to assist on the day of the event.
- Oversee volunteers and staff on Coastal Cleanup Day to ensure that the event runs safely and smoothly.
- Make presentations to community leaders and groups about Coastal Cleanup Day and ocean pollution.
- Manage the Coastal Cleanup Day volunteer and contact database.
- Create brochures, flyers, and other print materials in Publisher and Quark.
- Solicit support of local and Latino print, radio and television media coverage of the event for exposure.
- Handle logistical concerns by phone, in person, or email.
- Public speaking is required.
- Attendance at some weekend and evening events is mandatory.

### Qualifications:

- Strong communication and writing skills.
- Well organized and careful attention to detail.
- Ability to lead and coordinate large groups of volunteers.
- Ability to work well both independently and as a team.
- Ability to network within community groups and with government offices.
- Must be proficient in Microsoft Office applications, particularly in Excel, Word, and Publisher.
- California driver's license required; a car for driving to speeches and meetings is necessary.
- Written and oral fluency in Spanish is preferred.

### Compensation:

- Pay is a flat rate of \$10,000.

Temporary employees are not eligible for employee benefits except those mandated by applicable law. Heal the Bay is an equal opportunity employer and actively recruits to promote diversity in our workforce.

### Please submit resume and cover letter online to:

Eveline Bravo, Coastal Cleanup Day Manager  
[www.healthebay.org/jobs](http://www.healthebay.org/jobs)