



Protecting our bays and estuaries

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Volunteer Coordinator & Education Specialist

Posting Date: September 15, 2023

Application Deadline: Open Until Filled

DOL Status: Full-Time

FLSA Status: Exempt

Reports To: Executive Director/Education Team Lead

Location: Corpus Christi, Texas (office will be located at the Nueces Delta Preserve)

Compensation: Salary of \$4,166.67 per month with a benefits package that includes paid vacation and holidays, health, life and dental/vision insurance, and a retirement program. Specific details provided during the hiring process.

Start Date: TBD

JOB DESCRIPTION:

The Coastal Bend Bays & Estuaries Program (CBBEP) is seeking a Volunteer Coordinator & Education Specialist to further the organization's mission of protecting and restoring the bays and estuaries of the Texas Coastal Bend. The Volunteer Coordinator & Education Specialist will be responsible for (1) coordinating the activities of volunteers for all CBBEP programs and projects (60% of time) and (2) assisting with CBBEP's ongoing education and outreach programming (40% of time). CBBEP is looking for a team member with a positive attitude, ability to handle multiple tasks, and excellent organization skills. Must also have excellent communication skills in order to engage a wide audience of varied ages and backgrounds.

This position works under moderate supervision and with some latitude for the use of initiative and independent judgment. The position reports to the Executive Director with some oversight also provided by the Education Team Leader. Applicants should be aware that job duties will require some work outside of normal business hours and on weekends. Duties will also require work outdoors that is subject to south Texas weather conditions. Occasional overnight travel to attend meetings and training is required. Applicant must possess a valid Texas Driver License and have reliable transportation.

DUTIES & RESPONSIBILITIES:

- Schedule and coordinate volunteers among a diversity of CBBEP programs, including education, coastal birds, land conservation, citizen science, restoration, and debris cleanup programs.
- Develop protocols and printed materials for volunteer recruitment, training, and retention.
- Maintain volunteer database and communicate with CBBEP staff to maintain an updated list of volunteer opportunities.
- Work closely with CBBEP's education program to train and supervise volunteers that will support educational field trips and outreach programs at the Nueces Delta Preserve.

- Coordinate with CBBEP staff to organize and host volunteer events as requested from CBBEP programs and outside partners.
- Organize and host bi-annual volunteer appreciation events.
- Assist with the development and implementation of K-12 student and public environmental education and community outreach programs for diverse audiences.
- Assist with the presentation and/or facilitation of hands-on activities, outdoor education experiences, and nature tours.
- Work closely with other CBBEP staff to coordinate participation in community outreach events, including the development of interactive educational activities, scheduling of staff or volunteers, and oversight of events.
- Assist with the development, maintenance, and oversight of educational exhibits and facilities.
- Represent CBBEP at local meetings with partner groups.
- Work with advisory committees, community groups and other stakeholders to coordinate, improve and stimulate interest in the Program.
- Performs other duties as assigned.

EXPERIENCE & EDUCATION:

REQUIRED:

- Graduation from an accredited four-year college or university with degree in environmental education/interpretation or a degree in a field of science (e.g., biology, geology, environmental science, engineering, or another related).
- Two years of recent experience presenting formal or informal education or interpretation programs.
- Possess general knowledge of regional natural resource and conservation issues.
- Highly motivated and self-directed.
- Strong written and oral communication skills, including public speaking skills.
- Excellent organizational skills.
- Flexible and a self-starter; able to manage multiple concurrent projects while also being highly detail-oriented with an attention to quality.
- Computer literacy in Microsoft Office required.

PREFERRED:

- Three to five years of recent experience in development and management of formal or informal education or environmental interpretation programs.
- Experience coordinating the activities of volunteers.
- Knowledge of marine and estuarine ecology.

ABOUT CBBEP:

CBBEP is a local non-profit 501(c)(3) organization dedicated to protecting and restoring the bays and estuaries of the Texas Coastal Bend. Since 1999, CBBEP has been working to create a Texas Coastal Bend with cleaner water and sediment, healthier habitats, greater public access, and a more aware and engaged public. With the help of federal, state, and local partners, the CBBEP has restored thousands of acres of marsh habitat, funded dozens of projects designed to improve water quality, and installed infrastructure to enhance public access opportunities. In addition to implementing projects that address priority issues like water quality, habitat restoration, and nature tourism, CBBEP has created organizational programs to conserve coastal birds and their habitats, conduct environmental education

programs, and acquire coastal habitats for the purposes of conservation. To learn more visit www.cbbep.org.

CBBEP supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices and assisting employees to achieve a balance in their work commitments and their life outside of work. Employees work a standard workweek but are occasionally required to work overtime, including some evenings and weekends.

CBBEP is an equal opportunity, drug-free employer, committed to diversity in the workplace.
EOE/Minorities/Females/Vet/Disability

TO APPLY:

Position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a covered veteran.

To be considered for this position, please send cover letter, resume, and any relevant work samples to info@cbbep.org with "Volunteer Coordinator/Education Specialist" in the subject line. We will not accept faxed, mailed or hand delivered applications. Position is open until filled.