

We're Hiring!

Outreach Coordinator

(Full-Time, Exempt)



Pacific Coastal Research & Planning (PCRP) is hiring an Outreach Coordinator to support our growing team and portfolio of projects. The Outreach Coordinator will play a key role in environmental outreach and education for a wide diversity of projects, including PCRP's Community Forest Program, Abandoned & Derelict Vessel (ADV) removal, watershed improvement projects, coastal hazards adaptation, and others as needed.

We are seeking an enthusiastic professional capable of working both independently and in a small, team-based environment. Preference will be given to applicants with local knowledge of the Mariana Islands and/or greater Micronesia region, experience with community engagement and science education, and skills in the development of outreach programs and materials.

Key Responsibilities & Duties

- Develop and implement project specific community engagement and outreach programs in support of a diverse portfolio of projects.
- Build and maintain relationships with stakeholder groups such as schools and local community groups.
- Represent PCRP at various community events, schools, and public forums.
- Facilitate and co-lead workshops, meetings, and community training events.
- Design and develop creative, visually pleasing, and informative communication materials – both in print and online - to promote project goals and accomplishments.
- Train, direct, and oversee the work of PCRP staff, interns, and volunteers assigned to assist with education and outreach programs.
- Some overnight travel to Tinian and Rota will be required.

Required Qualifications

- High school diploma and college-level coursework in natural resources, environmental science, education, marketing, communications, or a related field, plus 1-year experience, or work experience equivalent.
- Experience in translating science and environmental concepts into creative, visually pleasing, and informative communication materials.
- Comfortable speaking in front of diverse groups and in different outreach situations such as community events, schools, and fiestas.
- Excellent writing, media development, and presentation skills.
- Proficiency in the use of Google Suite, Microsoft Office, and other standard office computer systems, and the ability to learn new computer applications.
- Independent and organized worker, with the ability to juggle multiple projects at once and meet deadlines.
- Must be eligible to work in the USA

Preferred Skills

- Experience leading projects and coordinating project tasks in small teams
- Demonstrated skills or experience with graphic design programs, web design, and social media.
- Familiarity with multiple languages, including Chamorro, Carolinian, Tagalog, etc.

Benefits

Starting salary range of \$34,000 - \$38,000, depending on experience.

Health insurance, paid leave.

Apply

Email a cover letter, resume or 2-page CV, and 2-3 work/education references to Becky Skeele, Executive Director at becky.skeele@pacificcrp.org.

The cover letter should address the applicant's qualifications and ability to fulfill the duties of this job.

Questions pertaining to the position may be sent to Becky Skeele at the email listed above.

Applications will be reviewed beginning on **April 5**. The position will remain opened until filled.

PCRP is an Equal Opportunity Employer that complies with EEOC rules and regulations.