



North Carolina Coastal Federation

Working Together for a Healthy Coast

FELLOWSHIP: Community Engagement Fellowship - Southeast Region (Posted 12/17/14)

STATUS: Temporary, Full-Time, Non-exempt

PERIOD: February 1, 2015 – January 31, 2016

LEVEL: \$10-\$15/hour (*Payroll deductions are made for Social Security (FICA), and all other legal taxes and withholdings*)

SPONSORING ORGANIZATION: The N.C. Coastal Federation is the state's only non-profit organization focused exclusively on protecting and restoring the coast of North Carolina through education, advocacy and habitat preservation and restoration. Since its founding in 1982, the federation has worked with citizens to safeguard the state's coastal rivers, creeks, sounds and beaches and has protected or restored more than 50,000 acres along the state's coast. Its headquarters is in Ocean in Carteret County, and it has regional offices in Wrightsville Beach and Manteo. For more information about the Coastal Federation visit www.nccoast.org.

FELLOWSHIP STATUS: The Fellowship is a temporary, full-time and non-exempt position. It includes a stipend of \$10-\$15/hour commensurate upon expertise and skills. (Payroll deductions are made for Social Security (FICA), and all other legal taxes and withholdings)

PERIOD & LOCATION: The fellowship period runs from February 1, 2015 – January 31, 2016. The Fellow will work 40 hours per week, including some evening and weekend hours. Applicants must be willing to commit to the entire period. The fellow will be based out of the federation's Fred and Alice Stanback Coastal Education Center and regional office in Wrightsville Beach, North Carolina.

FELLOWSHIP DESCRIPTION: The Fellow will work as part of the southeast regional office team to implement community engagement and coastal education activities to support the federation's outreach, habitat restoration, water quality protection and advocacy initiatives. The Fellow will primarily focus on boosting the public's awareness and engagement with the federation through programs and events at the education center in Wrightsville Beach. This work will be achieved through:

- Promoting and implementing community engagement and education programs (speaker series, coastal adventures, touch tank Tuesdays, etc...) offered through the center
- Planning and marketing special and recurring events (volunteer, fundraising, membership events and the *Coast Day Event*)
- Recruiting sponsors and businesses to support federation program
- Updating the federation website and utilizing social media to increase interaction with the public
- Actively recruiting members through programs, events and the center.

Efforts will include identifying and reaching out to targeted audiences in a highly professional and effective manner and representing the federation at center programs, public events, festivals and workshops. The Fellow will also work with federation staff to engage volunteers and the community in the federation's outreach, education, advocacy, habitat restoration and water quality initiatives. The Fellow will also work with media outlets, community calendars and other outreach tools to promote regional events, center programs and projects. In addition, the Fellow will assist in the design and implementation of classroom and field activities for the education program focused on habitat restoration and water quality projects. The fellow will also assist with restoration projects, such as rain garden installments, salt marsh plantings and oyster reef construction.



ESSENTIAL FUNCTIONS:

Community Engagement (70%)

1. Plan and promote community engagement and outreach programs through the education center and in the region, including: using community calendars, web and social media outlets; radio, print and T.V. media; and outreach materials developed in conjunction with federation headquarters.
2. Work with federation staff to coordinate education programs at the center including but not limited to: contacting and working with speakers and event partners; ensuring all program logistics are taken care of; recruiting members; and completing all event reporting and evaluation forms.
3. Work with headquarters staff to recruit and maintain sponsors for programs and events; ensure all sponsor benefits are provided; and ensure all reporting requirements are met.
4. Implement digital and social media marketing strategies and provide weekly updates to the federation website and social media channels.
5. Work with federation staff to engage and maintain volunteers including: corresponding with existing and prospective volunteers; organizing events and supplies; participating in events; and thanking volunteers.
6. Represent the federation and engage the community at public events, center programs and workshops.

Student Education (20%)

1. Assist in the development and delivery of education activities and materials for use at the center and in schools focused on coastal habitat restoration and water quality protection.
2. Assist with the planning, coordination and implementation of S.T.E.M summer science camps.

Other (10%)

1. Assist with restoration projects, such as rain garden and oyster reef construction, and salt marsh plantings.
2. Recruit, train and manage student interns.
3. Assist with office operations.

KNOWLEDGE AND QUALIFICATIONS:

1. Undergraduate or graduate (preferred) degree from an accredited College/University in Public Administration, Education, Communication Studies, Environmental Science, Marine Science, Parks and Recreation, or Natural Resource Management, or commensurate experience.
2. Highly motivated with strong verbal and written communication skills.
3. Demonstrated skill and proficiency with writing and developing outreach materials.
4. Ability to use social media tools and media outlets to professionally and effectively communicate the federation's mission, work, regional projects and events.
5. Experience and/or willingness to assist staff in recruiting and managing business sponsors
6. Excellent public speaking, teaching and group-learning skills
7. Ability to multi-task and work independently
8. Knowledge of coastal issues and able to incorporate them into outreach and education programs.
9. Ability to research new developments in education and incorporate them into education programming
10. Proficient with Microsoft Office, online research, website management, etc.
11. Ability to lift 40 pounds, work in adverse weather conditions and undertake physically demanding tasks.
12. Strong personal environmental ethic.
13. Valid driver's license and ability to meet NC DMV standards.

TO APPLY - Submit a cover letter and resume by January 15, 2015 to:

Ted Wilgis, Coastal Education Coordinator
NC Coastal Federation - Southeast Region Office
309 W. Salisbury Street
Wrightsville Beach, NC 28480
tedw@nccoast.org (910) 509-2838

Equal Employment Opportunity

The N.C. 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.