Coastal Restoration Engagement and Outreach Coordinator

Location: Williamsburg Region, Virginia

Telework: Hybrid

Experience: Entry Level

Number of Openings: 1

Job Status: Full time, Exempt. $50,000-$60,000 annually.
2 year position, with potential for extension

Reports to: Assistant Director of Coastal Restoration

The James River Association (JRA) is a non-profit organization on a mission to protect the James River and connect people to it. JRA is excited to announce an opening for a Coastal Restoration Engagement and Outreach Coordinator. The position is full time, exempt, for 2 years with potential for extension if alignment and funding permits. Work will be split between field and outreach activities and office-related work, with an option of teleworking from home and/or from JRA's Williamsburg office.

JRA's Coastal Restoration program is focused on scaling up implementation of resilient shoreline protection projects in the tidal James River watershed through use of nature-based infrastructure, such as living shorelines, that provide erosion control, habitat and water quality benefits, and buffer floodwaters. JRA increases installation of living shorelines by: (1) working directly with property owners, providing technical assistance and cost share support; and (2) convening the Living Shoreline Collaborative, a network of partners and communities focused on building and sharing knowledge, increasing capacity, and elevating acceptance of living shorelines. Additionally, the Coastal Restoration Team is working on expanding the River Hero Homes program to the lower (coastal) James River region, in collaboration with JRA's Community Conservation Team.

Note that the position may require driving to attend partner meetings and to access JRA's living shoreline projects which span from Hampton Roads Charles City County. JRA will provide access to a laptop, and supplies needed for shoreline assessments.

Key Responsibilities:

Community Engagement:

- Develop and contribute to educational content about living shorelines and green infrastructure (e.g., rain barrels) in various formats, including social media, websites, mailings, newsletters, flyers, and videos

- Lead or support outreach events for living shorelines and green infrastructure projects, such as presentations at community meetings or tabling at events
- Review and assess for gaps in outreach efforts. Findings will inform targeted outreach activities for living shoreline installation and green infrastructure programs
- Summarize data and feedback received from community members through local outreach programs, such as events and mailed surveys
- Support or co-lead a targeted outreach program to increase the awareness of JRA's River Hero Homes program in the lower (coastal) areas of the James River watershed

Partnership & Program Support:

- Support planning and the coordination of the Living Shoreline Collaborative public meetings (3 events per year), such as suggesting proposed topics or speakers, leading communications with speakers and participants, assisting in the planning of the events, and assisting with set-up.
- Support the Living Shoreline Collaborative Steering Committee meetings, such as by assisting with monthly meeting planning, supporting meeting facilitation, and taking meeting notes
- Assist with maintaining the Living Shoreline Collaborative website, generating monthly Living Shoreline Collaborative newsletter, and creating general marketing resources for events and living shoreline awareness
- Other general duties as assigned such as water quality monitoring or other activities related to promoting and stewarding living shorelines and green infrastructure

Qualifications:

- Excellent organizational skills and ability to track multiple projects and tasks simultaneously
- Proven ability to work independently, problem solve, and manage time effectively
- Excellent computer skills, particularly in word processing, record-keeping, and file management, such as Microsoft Word and Excel, and Google Suite
- Strong communication and interpersonal skills to work with a variety of people, including community members, volunteers, property owners, government staff, and other environmental practitioners
- Strong public speaking skills and creation of outreach materials (e.g., flyers, presentations)

Requirements

- Bachelor's degree in an environmental field (or related degree) OR at least 4 years of relevant, equivalent experience
- Experience in or strong familiarity with marsh ecosystems, oyster reefs, coastal restoration, and/or Green Infrastructure
- Experience in presenting scientific information to a non-technical audience
- A valid driver's license and reliable transportation
- Ability to pass pre-employment background checks and participate in JRA's random drug testing policy for vehicle operators and attendants.
- Ability to perform restoration activities in coastal and marsh environments, including working outdoors in varying weather conditions (hot, cold, rainy), standing for extended periods, walking on uneven terrain, and occasionally lifting and carrying materials or equipment up to 40 pounds.

Preferred Skills & Experience

- 1-2+ years of experience working in environmental restoration, research, policy, coastal resiliency, or related discipline
- Experience working in or studying living shorelines, marshes, or oyster reefs, such as through research, design, permitting, installations, or science communication
- Experience conducting outreach to support environmental initiatives
- Experience coordinating events or convening groups of people
- Experience building and maintaining relationships with environmental practitioners and/or coastal residents
- Experience with relevant computer software or programs such as Canva (or similar software), MailChimp, and Geographic Information System (GIS)

Competitive Salary & Benefits Package:

Includes fully paid employee-only health and dental coverage, life and LTD insurance, generous paid time off (starting at four weeks/year), twelve paid holidays, and 401(k) matched contributions. Professional development and growth opportunities. Hybrid/flexible work environment.

The exempt salary range for this full-time position is $50,000- $60,000 annually, depending on relevant education and work experience.

APPLY by submitting your resume and cover letter through this link. This position will remain open until filled.

Why Work for the James River Association?

We are OPTIMISTS.

We believe through individual and collective action, the James River can be preserved and improved, enriching all communities in the watershed.

We are CATALYSTS.

We are proactive change-makers, not bystanders. We take initiative, bring creativity and passion, and enlist the broader community to drive positive change for the James River.

CREDIBILITY is our currency.

Our success depends on the trust we build. We operate with integrity and can be relied on as a true, steady, dependable resource grounded in science.

COMMUNITY drives everything we do.

We believe in the power of community to achieve common goals, honoring a full range of voices in the process. Our efforts consider the varied needs and interests of our watershed communities.

We are proud to be an EEO employer. We maintain a drug-free workplace. At JRA, we believe in community, conservation, and driving change. We encourage applications from all backgrounds—if you're excited about working with us, we want to hear from you!