

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: Coalition to Restore Coastal Louisiana

Corps Member Position Title: Conference and Events Coordinator

Supervisor: James Karst

Days/Hours of Service: Monday – Friday from 9-5; with some nights and weekends required.

Physical Location: 3801 Canal Street, Suite 400 New Orleans, LA 70119

Organization Mission and/or Goals:

Mission: To unite people in action to achieve a thriving, sustainable Louisiana coast for all.

Purpose: To sustain as much of Louisiana’s coast as possible despite climate change and other factors causing land loss. In pursuit of this overarching goal, we build support for restoration, increase public awareness of CRCL in order to extend our influence and strengthen our organizational capacity.

Program Mission and/ or Goals:

The mission of CRCL’s communications department is to effectively further the reach of CRCL while building awareness and educating the public on coastal issues so citizens can effectively engage with and support local restoration efforts. The department is responsible for maintaining consistent brand identity and ensuring all communications that are sent on behalf of the organization are factual and consistent with the organization's mission.

Member Position Summary:

State of the Coast Planning Coordinator:

- The person in this role will be part of the communications department.
- They will work to build the capacity of CRCL to use conference management software for the 2025 State of the Coast conference.
- The person will play a central role in planning the conference, the largest gathering of its kind in Louisiana.
- This person will coordinate the program development process for SOC2025, working closely with internal and external partners, using Cvent and Asana.
- The position will also help lead planning for continuing education accreditation, student awards and student scholarships as part of our conference.

- They will also plan and assist with communications leading up, during and after the conference to the public and conference attendees.
- Outside of the conference, this position will support the expansion of CRCL's lecture series, helping us reach new audiences

Member Impact

This person will help CRCL host a relevant and timely conference, maximizing the event for speakers, presenters, exhibitors and attendees. As such, it will help more people understand Louisiana's coastal challenges and solutions. The member will help improve our internal information management systems and utilize digital conference management tools to streamline the conference experience for users.

The member will also help shape the conference in a way that maximizes the networking opportunities for attendees. We anticipate the 2025 to have the most attendees of any conference to date with the goal of 1,200 attendees, so helping to shape an effective experience will have an outsized impact on the coastal sector. Anticipating a larger audience than ever before, the member impact will be helping to maintain and improve overall event quality as it expands.

The success of the term can be evaluated on metrics such as that, and also through post-conference surveys and media coverage.

Essential Functions of Position:

- Work with communications team to develop and share conference program
- Work with communications team to promote specific events and to promote the conference generally
- Work with communications team to design and publish abstract book and conference signage.
- Maintain and update conference website using WordPress
- Support conference planning using Asana and help team through planning and implementation
- Work with communications team to write and dispatch internal and external communications leading up to and during the conference
- Support additional organizational communications for the organization and other duties as assigned

Skills, knowledge and trainings the corps member should expect to gain from this position

- First aid training,
- Advocacy and Community Engagement Training
- Volunteer Management,
- Coastal and Environmental Science knowledge,
- Event Coordination Management,
- Networking opportunities, such as Coastal Day at the state Capitol and State of the coast Conference 2025,
- Field work experience, public speaking skills,

- DEIJ training opportunities.
- We also encourage members to identify opportunities to enroll in workshops of interest – such as Master Naturalists.

Ideal Candidate Qualifications

- An interest in climate adaptation, coastal environments, climate justice, planning, wetland restoration, flood protection and/or a similarly relevant field.
- Applicant must be able to grasp basic ecological principles and be able to explain them to others.
- Enthusiasm – must have a desire to play a positive role within the community exhibiting the appropriate social and interpersonal skills.
- Excellent organizational skills and time management skills
- Experience with project management and detail orientated
- Comfort working behind a computer screen in an office.
- Good communication skills (both verbal and written).
- Personable and comfortable interacting with the public.
- Experience with data management and/ or database maintenance
- Familiarity and experience with Microsoft Office (Word, Excel, PowerPoint)
- Strong communication skills
- Comfortable working in office and remote
- Ability to occasionally work atypical hours and weekends and to travel
- Applicant strongly encouraged to possess valid driver's license, safe driving record and personal automobile.