Partner Organization Name: Coalition to Restore Coastal Louisiana

Corps Member Position Title: Restoration Event Coordinator

Supervisor: Sofia Giordano

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

Physical Location: 3801 Canal Street 1000, New Orleans with some travel required

Organization Mission and/or Goals:
The Coalition to Restore Coastal Louisiana is a nonprofit organization whose mission is to unite people in action to achieve a thriving, sustainable Louisiana coast for all.

Purpose:
CRCL represents a broad spectrum of concerned coastal residents working towards a sustainable future for Louisiana in the face of climate change and wetland loss. Through advocacy we work to ensure that restoring and protecting coastal Louisiana is a top priority for our state and the nation. We engage coastal residents through our Outreach Department and advance on-the-ground restoration through our Native Plants and Oyster Shell Recycling Programs. To build support for coastal protection and sustain as much of Louisiana’s coast as possible, CRCL raises public awareness of the importance of coastal wetlands through community engagement, including public presentations, lectures, conferences, and representing CRCL at outreach events.

Program Mission and/ or Goals:
Serve LA members will support our Restoration department in pursuit of its mission to educate the public and gather support for coastal restoration. In their role, the member will primarily be communicating event logistics with volunteers, promoting volunteer opportunities, supervising volunteers at restoration events, attending events along the coast to promote the mission of CRCL regarding coastal restoration, and assisting in the launch of CRCL’s Coastal Adventures Program.
**Member Position Summary:**

The Restoration Event Coordinator will work closely with the Coastal Adventures Coordinator to produce a range of successful restoration events. The Coordinator will work within the Restoration Department to support capacity leading up to and following volunteer and outreach events. This work involves distributing event details to registered volunteers and following up after the event with a thank-you email with more ways to get involved. To support the Outreach Department, the Coordinator will attend tabling events as needed and receive training on strategies used to educate the public about a wide array of topics including: the problems facing our coast, CRCL’s restoration efforts through our Oyster Shell Recycling Program, and Native Plants Program, the state’s restoration efforts through the Coastal Master Plan, volunteer opportunities, and more. This position will largely involve being present at events locally and along the coast, with some night and weekend work and travel required. The member will also be responsible for maintaining CRCL Restoration Headquarters’ needs ahead of volunteer events.

**Essential Functions of Position:**

- Support the Coastal Adventures Coordinator in the creation and distribution of volunteer details ahead of events.
- Support the development of the Coastal Adventures Program and help lead kayak trips and other field trips.
- Support the Restoration Program staff in coordinating logistics, equipment, and personnel leading up to and during volunteer restoration project days and supervise volunteers during events.
- Support the supervision of 30 to 70 volunteers from various backgrounds and ages during restoration events.
- Present information about coastal restoration to volunteer groups when needed.
- Collaborate closely with restoration programs staff and other CRCL-based Serve Louisiana corps members.
- Communicate with potential volunteer groups to promote CRCL’s restoration programs.
- Promote CRCL events by posting the opportunity to various community calendars, social media groups, etc.
- Support the restoration programs on monitoring trips to previous restoration sites including the collection of field data.
- Contribute to developing media content about CRCL restoration activities.
- Maintain volunteer database and input data when needed.
- Maintain volunteer tracking documents for the restoration programs.
- Provide additional support for CRCL events, such as our annual Shell-a-Bration, the State of the Coast conference (in odd years), annual Stewardship Awards event, Restoration on the Half Shell, etc.
Transferable skills, networking opportunities, and any workshops or trainings that will enhance a corps member experience and resume:

- First Aid/CPR Training
- DEIJ Workshop Opportunities
- Internal team-building workshops
- Opportunity to enroll in workshops of interest – such as Master Naturalists
- Regular networking opportunities, including conferences
- Public speaking skills
- Field work experience
- Event planning and coordination experience
- Networking with schools, businesses, and other groups interested in volunteering

Ideal Candidate Qualifications:

- An interest in climate adaptation, coastal environments, climate justice, wetland restoration, flood protection and/or a similarly relevant field.
- Enthusiastic – must have a desire to play a positive role within the community exhibiting the appropriate social and interpersonal skills.
- Self-motivated – the applicant must be comfortable working with limited supervision.
- Ability to work in the field with varying weather conditions, remotely, and in an office environment.
- Excellent communication skills, both written and verbal.
- Personable and comfortable interacting with the public – spreading awareness of the issues, coordinating at events, recruiting participants for engagement initiatives, etc.
- Must be able to supervise 50+ volunteers.
- Detail-oriented and able to manage time appropriately.
- Familiarity with Louisiana’s coastal land loss issues and coastal restoration/protection projects is preferred.
- Experience with fieldwork in a coastal environment is preferred.
- Operational knowledge of Microsoft Office 365 software, particularly Excel
- Enthusiasm for physically demanding work outdoors in various weather/site conditions
- Independent and self-motivated, with leadership and communication skills
- Applicant must live in the greater New Orleans area
- Ability to work atypical hours, weekends, and travel sometimes several days at a time

Required Transportation Requirements:

Personal vehicle and clean driving record are required.