



## **COMMUNITY OUTREACH ASSISTANT**

The Pensacola and Perdido Bays Estuary Program (PPBEP) mission is to restore and protect the water quality and natural resources of the Pensacola and Perdido Bays and watersheds using a community-based, scientifically-sound approach to enhance resilience. The Community Outreach Assistant position will support all aspects of the Program's community engagement, including K-12 curriculum development, teacher workshops, field trips, public outreach and activities, event planning, volunteer coordination, meeting support, communications, content development, and providing administrative support for the Community Grant Program.

The Community Outreach Assistant should possess strong communication skills and have prior outreach and/or education experience. The Community Outreach Assistant should possess knowledge of Gulf coast ecology, watershed concepts, environmental education, and outdoor programming.

The Community Outreach Assistant works under the supervision of the Community Outreach Coordinator and collaborates with all program staff. This is a full-time position that will have regular work hours from Monday-Friday with frequent work outside of those hours for weekend programs and occasional evening meetings. The position is based in Pensacola with frequent travel throughout the area watersheds.

### **EXAMPLES OF DUTIES**

#### **PROGRAMS**

Plan, coordinate, and implement outreach programs and events for the community including National Estuaries Week, bi-monthly kayak tours, quarterly trivia, educational workshops and presentations, and educational activities such as the Program's traveling observation tank

Assist in implementing the Program's Education & Outreach Strategy and support the Education and Outreach Committee

Assist with field trips and provide teacher support for the Program's NOAA Bay Watershed Education and Training grant focused on Pensacola Bay oysters for local high school students and teachers

Assist in coordinating, recruiting, and training volunteers and interns for volunteer programs such as Critter Catchers, Bay Ambassadors, Panhandle Manatee outreach, cleanups, restoration projects, etc.

Plan and implement the Program's annual Brews for the Bays fundraiser and coordinate with participating breweries

Assist in planning and executing the Program's annual Evening for the Estuaries gala

Assist with administrative tasks related to the Community Grant Program, including coordinating directly with grantees; reviewing grant agreements, reports, invoices, and deliverables for completeness and accuracy; communicating project outputs, and planning and executing the annual Community Grant Symposium

Collaborates with organizations and groups within the community to build partnerships

## **COMMUNICATIONS**

Prepares and delivers public presentations and assists in public relation responsibilities including the composition and circulation of newsletters, social media posts, website articles, etc.

Curates photo and video content of Program activities

Regularly updates the PPBEP website (meeting notices, resources, program updates, etc.)

Provides support for PPBEP meetings and events, including creating and distributing meeting invitations, agendas, teleconference information, and other materials, to maintain consistency and accuracy with policies, activities, and communications

Attends and records all Board and Education & Outreach Committee meetings, preparing and distributing accurate minutes following each event. Assists in meeting facilitation and utilizes virtual meeting tools (Mural, Zoom, etc.)

## **OTHER**

Assists in the development of proposals for education and outreach grant opportunities

Assists with report writing to communicate accomplishments and project deliverables to funding agencies and stakeholders

Performs other duties as assigned

## **TYPICAL QUALIFICATION**

### **Minimum Qualifications**

### **Training and Experience:**

Bachelor's Degree in an Environmental Science, Environmental Education, Communications, Natural Resources Management, or related field, and a minimum of two years of experience in environmental education, outreach, communications; or, a combination of education and experience equivalent to these requirements.

### **Licenses and Certifications:**

Must possess a valid driver's license from state of residence

Ability to obtain FMSEA/FWC Aquatic Species Collection Certification

Ability to obtain American Canoe Association Kayak Certification

### **Knowledge, Skills, Abilities and Other Characteristics (KSAO's):**

content management (Facebook, Instagram, Youtube, Flickr, Constant Contact, Canva, LinkTree, Wordpress, Wufoo Forms, Bloomerang, basic html, etc.)

strong verbal communication skills, including public speaking

strong written communication skills in a variety of writing formats for diverse audiences, including email correspondence, writing reports, drafting newsletter content, social media content, grant writing and reports, etc.

virtual meeting tools (Zoom, mural, Owl, etc.)

ability to implement Program messaging and brand standards

planning and coordinating community events and volunteer programs

kayaking experience

environmental education principles and practices

environmental restoration principles and practices

grant management and reporting

preparing a variety of reports and documents

analyzing processes and making recommendations for improvement

meeting facilitation

event planning

knowledge of Alabama and Florida academic standards

proficient in Office and Adobe software (Word, Outlook, Excel, Powerpoint, Adobe Acrobat, etc.)

Photography and/or videography

Design skills

passion for the environment and connecting people to their local watershed

interpersonal skills to successfully establish and maintain effective working relationships with Program staff, partners, and the general public

administrative experience

organize and coordinate work within schedule constraints and handle emergent requirements in a timely manner

work independently, manage multiple projects concurrently, resolve conflicting issues, and adhere to deadlines, while working on multiple, diverse projects

translate communication needs into products that are thoughtful, highly organized, logical, and easy to digest

operate a vehicle

Professional KSAO's include, communicating diplomatically, having a positive and adaptable mindset, being self-motivated and goal-oriented, working independently and exercising independent judgement, and remaining calm and effectively communicating during stressful situations

### **COMPENSATION**

Salary Range: \$20/hour – \$26.45/hour

### **BENEFITS**

Health Insurance: PPBEP covers a 100% of monthly employee premiums, up to 50% coverage for spouse/family coverage, and contributes a \$1,000 annually to the employee's HSA account.

Dental: PPBEP covers 75% of monthly employee dental premiums. Spouse/family coverage is also available and is 100% covered by the employee.

Vision: Voluntary vision insurance is available and is 100% covered by the employee.

Retirement: PPBEP offers a competitive retirement plan.

Paid Time Off: Paid time off will accrue beginning date of hire.

### **SUPPLEMENTAL INFORMATION**

#### **Physical Requirements:**

Positions in this class typically require: talking, hearing, seeing, finger and hand dexterity, and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, dusts, extreme temperatures, intense noises and travel.

### **APPLY**

To apply, please submit a resume, cover letter, contact information for three professional references, and supplemental questions to [info@ppbep.org](mailto:info@ppbep.org) by 11:59PM CT on September 21, 2023. Please include "Community Outreach Assistant Application" in the subject line.