



bay restoration foundation

STEWARDS OF SANTA MONICA BAY

santa monica bay restoration foundation 320 west 4th street, ste 200; los angeles, california 90013
213/576-6615 phone 213/576-6646 fax santamonica.org

BOATER EDUCATION PROGRAM, PROGRAM ASSISTANT JOB OPENING

Job Title	Boater Education Program Assistant
Location	Los Angeles, CA
Hours	30 hours/week, very flexible schedule
Duration	March - December 2011 with possibility of extension, increased hours, & employee benefits
Rate	\$12-\$16/hour, based on experience and qualifications
Deadline	Position open until filled

The Santa Monica Bay Restoration Foundation (SMBRF) is seeking a Boater Education Program Assistant to support the success of its environmental outreach and pollution prevention program for Southern California watercraft users. Program Assistant will gain experience in coordinating public education and outreach efforts, defining and building consensus among stakeholder groups, developing educational program design and strategy, and implementing a set of integrated public education programs on non-point source pollution issues.

Program Assistant will work closely with Program Coordinator to develop and implement both new and existing outreach projects. Key areas of responsibility include:

- Completing general administrative tasks
- Assisting Program Coordinator with planning and coordination of various stakeholder meetings, trainings and workshops, trade shows, and field work
- Contributing to the quarterly newsletter
- Creating, developing, assembling, and distributing educational materials

Program Assistant will also assist in the Honey Pot Day program, educating the boating public of watercraft users in Marina del Rey, Port of Los Angeles, and King Harbor. The program educates boaters of the adverse effects of sewage discharged into marina waters, and seeks to better understand boaters, boating activities, environmental perceptions, and vessel waste disposal programs in Southern California. Assistant will conduct face-to-face educational seminars with Marina del Rey, Port of Los Angeles, and King Harbor watercraft users. Assistant will also attend yacht club, marina functions, and other boating events to educate and disseminate educational materials to large groups of boaters.

We are looking for a motivated self-starter looking to gain experience and a skill set in the area of environmental public outreach and environmental science. Applicants with knowledge of water quality issues, enthusiasm for the environment, and boating experience are desired. Proficiency in internet research, strong communication skills (public speaking, writing), and the ability to commute and transport materials is a must.

Interested applicants should send a cover letter, resume, and writing sample to:

Michelle Kearney
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our mission: to restore and enhance the santa monica bay through actions and partnerships that improve water quality, conserve and rehabilitate natural resources, and protect the bay's benefits and values

