Job Announcement: Delaware Community Coordinator

BACKGROUND

The Partnership for the Delaware Estuary (PDE) is a nonprofit organization dedicated to protecting and improving the health of the Delaware Estuary, which supplies clean drinking water for millions of people and provides valuable resources for businesses, governments, and communities including those that are overburdened or economically distressed. PDE pursues clean waters, healthy habitats, and strong communities by:

- Leading science-based efforts to prevent pollution, protect wetlands, and restore mussels and oysters;
- Partnering with governments, nonprofits, corporations, and the public to restore the vital waters that nourish our communities; and
- Fostering care and support for the health of the entire estuary through festivals, workshops, river cleanups and other special events.

GENERAL DESCRIPTION

The Delaware Community Coordinator oversees the day-to-day activities related to local community engagement projects in Delaware and the surrounding area. The Coordinator leads the design, development, and implementation of water-related projects and initiatives related to community engagement, prioritizing diversity, equity, and justice outcomes.

JOB FUNCTIONS

Coordinates day-to-day operations of local community projects in and around Delaware, with an emphasis on New Castle County:

- Leads 3 or more projects and activities in coordination with other PDE staff or external partner organizations.
- Oversees project timelines, assists with developing budgets, tracks deliverables, and monitors budgets and key metrics.
- Coordinates and facilitates engagement projects.
- Assists with grant proposals, contract management, and procedure adherence related to projects.
- Provide communications staff with relevant materials for PDE website and social media platforms.
- Coordinates fieldwork, volunteers, staff, and/or related meetings. Delegates work tasks to staff and volunteers as appropriate.
- Cultivates relationships and opportunities with partners that meet PDE's engagement priorities.
- Identifies project opportunities to position local engagement within the broader regional context.
- Potentially supervise specialists and/or interns.
- Identifies business opportunities to improve local PDE engagement.

Supports local community work by connecting it to initiatives throughout Delaware:
- Assists the Engagement Director in coordinating and managing local engagement activities.
- Facilitates connections among local projects and regional efforts and goals.

Other:
- Fosters new and existing partnerships to advance the goals of the Delaware Estuary Program's Comprehensive Conservation and Management Plan.
- Serves as an ambassador for PDE and the Delaware Estuary Program.
- Assists with the implementation of efforts related to successful proposal development, grant management, and reporting related to the implementation of the Delaware Estuary Program's Comprehensive Conservation and Management Plan (CCMP).
- Performs other job-related tasks as assigned.

REQUIRED SKILLS & EXPERIENCE
- Bachelor's degree from a college or university (in environmental education, environmental science, or a similar field) and 2 years of work experience; or 4-plus years of work experience in a related field such as community engagement or environmental education.
- Proficiency in project design, coordination, and implementation.
- Demonstrated commitment to and passion for engaging underrepresented communities.
- Sensitivity to cross-cultural dynamics and experience working with a diverse set of partners and team members.
- Strong organizational skills, multitasking ability, flexible mindset, and attention to detail.
- Demonstrated ability to work collaboratively in teams.
- Demonstrated ability of problem solving, critical thinking, and decision making.
- Demonstrated experience organizing events and/or conferences.
- Experience leading and working in a team environment with staff, partners, and volunteers.
- Excellent written, oral, and interpersonal communication skills.
- Proficient in MS Office and Google Suite.
- Valid United States driver's license and ability to travel to external meetings/field work as needed.
- Satisfactory background check.

PREFERRED SKILLS & EXPERIENCE
- Experience delivering public education programs.
- Experience in community organizing.
- Proficiency with digital design tools such as Canva.
- Familiarity with green stormwater infrastructure.
- Familiarity with native plants and gardening.

WORKING CONDITIONS
Time spent in this position will be split between being in an office setting, remote work, and in the community including external meetings. Work hours may occasionally shift depending on task needs. Occasionally, there will be a need to work at night or on a weekend day.

OFFICE LOCATION
110 S. Poplar St., Wilmington, DE 19801

PHYSICAL REQUIREMENTS
The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

REPORTING RELATIONSHIPS
Reports to: Engagement Director

SALARY AND COMPENSATION
Full time, exempt position with an annual salary of $46,000. PDE offers a competitive benefits plan for full-time employees, which includes health/dental/vision, paid leave (including vacation, sick time, paid holidays), matching contributions to a Simple IRA, and supplemental employee wellness benefits.

TO APPLY
Closing Date: Until Filled

Send a resume and cover letter explaining your interest in the position to jharrod@delawareestuary.org or to ATTN: John Harrod, Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801 via USPS.

Partnership for the Delaware Estuary, Inc. is an Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of religious affiliation, race, age, sex, gender identity, sexual orientation, disability, or any category that becomes protected by federal labor law. Candidates must be able to work legally in the United States.