



Program Associate Job Description

Clean Ocean Action's Program Assistant is a dynamic, integrated and dedicated person who is passionate about ocean protection and excels in an exciting team-based, green work environment to defend the ocean through planning, managing and implementation of programs, education, events and administrative actions. Primarily, work will be in consultation with the Development Director, Executive Director, and/or Chief Operating Officer.

General Job Responsibilities

Coordinate and implement planning, logistics, reporting, tracking, and promotion of programs, such as Beach Sweeps, community events, education programs, and fundraising events including the annual gala, and more.

Specific Responsibilities

Resource Activities

Clean Ocean Action (COA) produces many fun-filled and creative fundraising events that appeal to various interests, such as Sandy Paws, a dog walk for clean water; Shore Paddle, a stand-up paddle event including a race, fun paddle and activities for kids; and corporate collaboration campaigns.

- φ Develop, implement, and manage event timelines, as well as facilitate activities
- φ Produce meeting agendas and minutes, manage event permits, and coordinate logistics
- φ Assist with coordination of events including organizing, facilitating, and attending all meetings. Follow up as needed.
- φ Organize and maintain all event-related details, such as ticket sales, product donations, and sponsorship.
- φ Assist with securing sponsorships and in-kind donations
- φ Assist with follow up tasks
- φ Assist with implementation of social media system and postings for fundraising pages

Development

Relationship-building and sustaining donors are of paramount importance. COA prioritizes high-quality communications, including creative and personal letters, phone calls and private meetings.

- φ Assist with donor relations, including:
 - Coordinate data entry and correspondence, including acknowledgements and follow-up
 - Updating donor profiles and mailing lists in GiftWorks and Constant Contact
- φ Assist with identification, cultivation, and support of new donors, business partners, and large corporate partners
- φ Monitor corporate foundations and other grant websites for opportunities
- φ Assist with direct fundraising appeals
- φ Assist with communications and media

Programs

COA develops and implements many environmental programs that involve hundreds, even thousands, of volunteers of all ages. These are varied and most everyone on staff are involved in some way.

- φ Distribute promotional materials within coastal communities
- φ Assist with major education programs, including Be the Sea Change, Student Summits, and Beach Sweeps logistics
- φ Assist with newsletter logistics, as needed
- φ Assist with networking and outreach

Administration

Professional office coordination and organization is key to the success of COA.

- φ Assist with internal meetings, agendas, minutes, calendars, and general office tasks

Qualifications and Skills

- Passion for the marine environment and lifestyle is required
- College degree required
- Proficiency required in writing, office skills, and MS Office
- Ability to work in a fast-paced environment as a self-starter with excellent time management
- Ability to communicate effectively and work with a team of dedicated staff
- Working knowledge of GiftWorks, Google Drive, Adobe Creative Suite, QuickBooks, and Constant Contact is preferred
- Knowledge of NJ coastal communities a plus
- Sales experience and event planning a plus

This position is fulltime and requires evening and weekend work throughout the year.

Salary is competitive and commensurate with education and experience.

Benefits: Health and dental insurance coverage are offered on a cost-sharing basis. Paid holidays, PDO, and employer paid professional workshops and trainings are offered. Ability to grow with the organization is available and performance-based.

Application Instructions: Position immediately available. Applications will be accepted until position filled. Please send cover letter, CV, three references with affiliations, one writing sample, and salary expectations to business@cleanoceanaction.org with “Program Associate” in the subject line.