



## CERF C-COAST Program Coordinator

**Location:** US – either remote or based out of our Seattle, WA office

**Salary Range:** \$60-62K annually + benefits

**Deadline:** Review of applications will begin 13 March 2023

The [Coastal and Estuarine Research Federation](#) (CERF) and [SBI Association Management](#) (SBI) are hiring! We are seeking a Program Coordinator for CERF's new Diversity, Equity, and Inclusion (DEI) initiative called C-COAST.

As the leading Association Management Company (AMC) in the Pacific Northwest, SBI is known for providing innovative technology solutions, marketing, event management, financial, and executive services to manage and grow member-based professional societies and associations. SBI provides staff support for all operations of CERF, a professional society whose members are dedicated to advancing understanding and wise stewardship of coastal and estuarine systems worldwide.

Changing the Culture of our Occupations to Achieve Systemic Transformation (C-COAST), aims to recruit and retain the next generation of CERF scientists and managers while dismantling inequities at the root of low DEI in our field by empowering our members and leaders. C-COAST will build on CERF's successful [Rising TIDES \(Toward an Inclusive, Diverse, and Enriched Society\) mentoring program](#) for students from marginalized backgrounds, expanding it to a 16-month program. CERF will also create a 12-month Leadership Development Program (LDP) to provide training and mentorship to current and future CERF leaders to effect culture change.

The C-COAST Program Coordinator will spend most of their time (80%) providing program support for the day-to-day activities associated with all aspects of C-COAST. In addition, the coordinator will collaborate with the rest of the SBI CERF team, working with member services, marketing and communications, and event staff members to learn [association management](#) skills by providing support to some CERF activities outside of C-COAST (20% of their time). The Program Coordinator will be an employee of SBI and report directly to CERF's Chief Operating Officer, and work closely with the CERF Executive Director and a group of C-COAST volunteers.

**To apply, please send your cover letter and resume in PDF format to CERF Executive Director Susan Park at [spark@cerf.science](mailto:spark@cerf.science).**

**You should bring these things to the table...**

- Experience with and/or education in student affairs and support; adult learning; communication, coaching, and professional development; environmental science, management, policy, or justice; or related fields.
- Demonstrated commitment to DEI.
- Strong organizational and time management skills.
- Experience working on projects or programs with large teams and multiple overlapping activities and timelines.
- Demonstrated ability to work independently, take initiative, and produce results.
- Demonstrated ability to work with people from diverse backgrounds, particularly with students or in an academic setting.
- Excellent writing, speaking, and presentation skills.
- Experience facilitating both in-person and virtual meetings and events.

- Proficiency in Microsoft Office (Word, Excel, and PowerPoint); Google Workspace (Drive, Docs, and Sheets); and Adobe Acrobat.
- Ability to work occasional non-regular business hours (i.e., Mon-Fri, 8-5) to accommodate volunteers located in various time zones and to travel to the various C-COAST activities (approximately two weeks per year).

### What you'll be doing...

#### *Program Participant Support*

- Foster a welcoming and inclusive environment for program participants.
- Be a go-to resource for C-COAST leadership, staff, volunteers, speakers and trainers, participants, and other interested individuals.
- Continuously communicate with program participants on upcoming activities, deadlines, travel logistics, and other important information.

#### *Program Design and Implementation*

- Work with the CERF Executive Director and volunteers to develop and implement professional development, mentoring, and networking activities.
- Work with SBI staff to coordinate event logistics.

#### *Recruitment and Review of Participants*

- Contribute to the development of informational materials and disseminate announcements broadly.
- Foster relationships with institutions and organizations relevant to C-COAST (e.g., minority-serving institutions with marine science programs) to enhance recruitment.
- Contribute to the development of the application and evaluation rubrics and manage the application review process.

#### *Internal and External Program Communication*

- Schedule and organize meetings.
- Identify and manage a platform to allow and encourage ongoing communication, networking, and mentoring among current and past C-COAST participants.
- Find and contact past Rising TIDES fellows and develop a process for regular communication with C-COAST alumni.
- Work with marketing and communications staff to promote C-COAST and its impact through various communication channels, including the website, publications, social media, and representing C-COAST at relevant conferences and events.

#### *Program Administration*

- Monitor overall C-COAST progress against stated goals and timeline, ensure cross-program alignment, and coordinate with other CERF DEI activities.
- Work with the CERF Executive Director and SBI staff on program administration functions such as reporting, budget tracking, and expense planning.
- Assist with data collection and archiving.
- Support fundraising for C-COAST-related activities, such as assisting with grant proposals and meeting with potential sponsors.
- Provide occasional support for other CERF activities, such as conference planning.

### What we offer...

We work hard together and laugh even harder. Each of our team members is dedicated to taking ownership of their work, celebrating our successes, and learning from our mistakes. Our Shindig Squad plans fun parties, virtual happy hours, recognition awards, staff retreats, and more to recognize our hard work and help bring us closer together! We value problem solvers and change agents, and your contributions will be truly appreciated. [Read about SBI's Vision, Mission, Values, and Commitments.](#)

#### *Benefits & Perks*

- 11 paid holidays

- Paid vacation and wellness time
- 401k with 50% employer match
- Employer-subsidized healthcare plans including medical, dental, and vision insurance
- Employer-paid \$25k of basic life/AD&D coverage
- Optional supplemental life insurance
- Laptop computer and all related equipment and software necessary to perform your duties while you're with SBI
- Access to our employee assistance program (including 3 free counseling sessions, will preparation, estate planning, and more)
- Tuition reimbursement
- Paid professional association membership(s)

Please send your cover letter and resume in PDF format to CERF Executive Director Susan Park at [spark@cerf.science](mailto:spark@cerf.science).

### Equal Opportunity Employer

***SBI is an Equal Opportunity Employer. This means that SBI uses its best efforts to provide equal opportunities to every employee and job applicant without regard to protected characteristics, and that SBI does not knowingly discriminate on the basis of protected characteristics. Protected characteristics means actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, civil union status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. SBI is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.***