

Partnership for the Delaware Estuary

JOB DESCRIPTION

Title: Coordinator of Delaware Community Programs Epithet: Delaware Community Coordinator	Grade / Step: Status: Regular Exempt Full Time
Schedule: 9a.m. – 5p.m. Monday - Friday	

GENERAL DESCRIPTION

The Coordinator of Delaware Community Programs oversees the day-to-day programmatic activities related to local community projects in Delaware and the surrounding area. The Coordinator leads the design, development, and implementation of projects and initiatives related to local community engagement.

JOB FUNCTIONS

1. Coordinates day-to-day operations of local community projects in and around Wilmington
 - Leads 3 or more projects and activities in coordination with other PDE staff or external partner organizations
 - Oversees project timelines and budgets, tracks deliverables, and monitors key metrics
 - Coordinates and facilitates engagement projects
 - Assists with grant proposals, contract management, and procedure development (as needed) related to projects
 - Oversees coordination of relevant materials on the website and social media platforms
 - Coordinates fieldwork, volunteers/staff, and/or related meetings
 - Cultivates project opportunities with partners that meet PDE's engagement priorities
 - Takes the lead on project-level problem solving
 - Delegates work tasks to staff and volunteers as appropriate
 - Identifies project opportunities to position local engagement within the broader regional context
 - Potentially supervise specialists, interns
 - Identifies business opportunities to improve local PDE engagement

2. Supports local community work by connecting it to initiatives throughout Delaware
 - Assists the Senior Manager of Engagement in coordinating and managing local engagement and projects
 - Supports communications and monitoring coordination efforts in local engagement in and around Wilmington
 - Facilitates the connection among local projects and regional goals
3. 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
 - Performs other job-related tasks as assigned

REQUIRED SKILLS & EXPERIENCE

1. Bachelor's degree from a college or university (in environmental education or science or a similar field) and 3 year of work experience; or at least 5 years of work experience in a related field such as environmental education, community engagement, outreach or science
2. Proficiency in project design, coordination, and implementation
3. Strong organizational skills, multi-tasking ability, and attention to detail
4. Demonstrated ability to work collaboratively in teams and in diverse communities
5. Experience leading and working in a team environment with staff, partners, and volunteers
6. Experience organizing meetings, events, or conferences
7. Proficient in MS Office, and Google suites
8. Excellent written, oral, and interpersonal communication skills
9. Valid United States driver's license and ability to travel to external meetings/field work as needed
10. Awareness or interest in diversity and associated equity and justice outcomes

PREFERRED SKILLS & EXPERIENCE

1. Experience in community organizing and/or educational programming
2. Proficiency with digital design tools (Canva, InDesign, etc.)
3. Familiarity with green stormwater infrastructure
4. Experience with delivering public event programming

WORKING CONDITIONS

Time spent in this position will be split between being in an office setting and external meetings. Occasionally, there will be tasks completed in a storage/warehouse facility or in field locations (outdoor, urban, or rural settings). Work hours may shift depending on the tides or project assignment. Occasionally, there will be a need to work on a weekend day.

PHYSICAL REQUIREMENTS

The incumbent should be able to lift 40 pounds. The incumbent should be able to sit and stand for at least 4 hours at a time.

REPORTING RELATIONSHIPS

Reports to: Senior Manager of Engagement

Direct reports: none

Job Ad

The Partnership for the Delaware Estuary (PDE), a regional environmental nonprofit organization based in Wilmington, Delaware, is seeking to fill the position of Coordinator of Delaware Community Projects. The Coordinator supports community projects in and around the City of Wilmington related to climate resiliency, access to green space and waterways, and water pollution prevention. Core tasks for this position include event coordination, partner facilitation, and project design and implementation. The ideal candidate will be organized, creative, and have strong communication skills.

Wilmington residents and or those with deep ties to the City are strongly encouraged to apply.

The pay for this position ranges from \$22-27 per hour depending on experience. This is a full time (35 hrs./week), non-exempt position with a competitive benefits package.

Interested applicants are encouraged to submit a resume and cover letter by close of business August 25, 2022, to apadeletti@delawareestuary.org, or Angela Padeletti, Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801.

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.