

## **JOB DESCRIPTION:**

### **Surfrider Foundation Huntington/Seal Beach Chapter Coordinator**

This part-time Chapter Coordinator position typically requires a minimum of 10 hours/week, with a maximum of 15 hours/week (with potential for an increase in hours). The ideal candidate is aware of the evolving nature of the position and is able to juggle and prioritize a variety of tasks with a flexible schedule.

## **DUTIES AND RESPONSIBILITIES:**

### **ADMINISTRATIVE & COMMUNICATION:**

- Assist with general office administration, secure permits and event insurance for the Huntington/Seal Beach chapter for beach cleanups, special events, etc. Support the Huntington/Seal Beach Executive Committee (by calendaring meetings, events, fundraisers and special requests, fielding general telephone/email inquiries, etc.)
- Provide logistical support via U-Haul or personal vehicle (i.e. transporting tabling materials from storage) for core training with Huntington/Seal Beach Executive Committee, beach cleanups, and other outreach events as needed.
- Plan and execute chapter events (i.e. Ohana Day, International Surfing Day, California Coastal Clean-up Day, Earth Day, annual fundraiser, volunteer appreciation, assist with core trainings, assist with chapter meetings)
- Help support and expand communication with our Huntington/Seal Beach chapter members and volunteers via phone calls, conference calls, emails, etc.
- Assist Executive Committee to oversee and/or recommend design, ordering, and storage management of chapter merchandise and outreach materials.

### **DEVELOPMENT & MEMBERSHIP**

- Assist and support Executive Committee with the implementation of the strategic plan.
- Help Volunteer Coordinator manage and recruit new volunteers, coordinate committee needs
- Assist Huntington/Seal Beach Executive Committee with outreach efforts including giving educational presentations, media interviews, interfacing with members of the public at events
- Help Huntington/Seal Beach Executive Committee & Core Volunteers run corporate-sponsored beach cleanups, special meetings, etc.
- Assist Huntington/Seal Beach chairperson with partnership agreements and communications
- Support EC in identifying, creating, and strengthening strategic partnerships with key businesses and organizations with similar values.

### **PROGRAMS AND POLICY**

- Attend Executive Committee meetings as needed
- Attend select coalition with H/SB EC and City Council meetings, representing the chapter and speaking on the Huntington/Seal Beach Chapter's behalf as needed.
- Assist with attending planning phone calls / meetings
- Work with the Executive Committee to ensure the chapter is in compliance with the bylaws, policies and procedures set by Surfrider Foundation's global headquarters

## QUALIFICATIONS:

- Knowledge of Surfrider Foundation mission, and a willingness to make sure events, partnerships, and social media content reflect Surfrider's mission.
- Strong time management skills
- Attention to detail
- Basic knowledge of coastal environmental issues, particularly in Huntington/Seal Beach.
- Strong computer literacy: Gmail, Google docs
- Social media literacy including Instagram, Facebook, Twitter
- Strong organization, communication, and social skills.
- Accurate math skills to assist with cash, check and credit card donations and merchandise sales.
- Flexible schedule; varying daytime, weekend, weeknight meetings.
- Ability to work collaboratively with diverse partners.
- Must have own vehicle with auto insurance
- Must be able to clear background check to work with children
- Must have the ability to lift 25/50 pounds regularly

## HELPFUL, BUT NOT REQUIRED:

- Experience with volunteers in a non-profit setting
- Access to larger car or vehicle helpful for transporting supplies at times
- Spanish and translation proficiency
- Advocacy experience

**Rate:** \$18/hour (Approximately 10-15 hours per week)

**Reports to:** Chapter Chair and Bill Hickman, Southern California Regional Manager. Human resources issues to be directed to Surfrider Foundation headquarters' Human Resources Department.

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