



IRL Council

Staff Position Description

- JOB TITLE:** Special Projects Coordinator
- LOCATION:** Sebastian, Indian River County, Florida
- EMPLOYER:** IRL Council, an independent special district of the State of Florida, and host of the Indian River Lagoon National Estuary Program.
- JOB POSTING:** July 25, 2019
- DEADLINE:** Open until filled. Anticipated start date is October 1, 2019
- APPLICATION:** Applications must include a cover letter, detailed resume and 3 professional references. Email application to info@irlcouncil.org
- SALARY:** \$45,000 base. Negotiable based on qualifications and experience
- BENEFITS:** Medical, Dental, Vision; PTO (Paid Time Off); Florida Retirement System; Life Insurance; Employee Assistance Program

PROGRAM DESCRIPTION:

The National Estuary Program (NEP) is an EPA place-based program that protects and restores the water quality and ecological integrity of estuaries of national significance. Currently, 28 estuaries located along the Atlantic, Gulf, and Pacific coasts and Puerto Rico are designated as estuaries of national significance.

The Indian River Lagoon National Estuary Program (IRLNEP) is a non-regulatory, community-based program established to protect and restore the Indian River Lagoon. The IRLNEP is sponsored locally by the IRL Council and is governed by a Management Conference consisting of federal, state, county, city, private and non-profit stakeholders that work collaboratively and cooperatively to find solutions to the environmental problems challenging lagoon health. More information is available at www.onelagoon.org.

POSITION SUMMARY:

The Special Projects Coordinator will lead and support several essential activities of the IRLNEP: 1. Internal and external communications including meeting and event planning and coordination; 2. Project management; 3. Engagement and outreach programming; and 4: Special projects as assigned. The position reports directly to the Deputy Director/ Communications Director.

PRIMARY RESPONSIBILITIES:

- Administration of internal communications with responsibility to coordinate among IRLNEP staff, Management Conference members, boards and committees. This responsibility includes all planning, coordination and communications associated with meetings and events, the development and distribution of accurate meeting minutes and reports; and oversight for Florida Sunshine Law and ADA compliance.
- External communications, outreach and community engagement, which may include travel and participation in weekend events.
- Project management of IRLNEP-funded projects and programs as assigned.
- Web, social media, podcasts, and public relations focused on promoting IRLNEP information, activities, project successes and events.
- Development of reports, and other materials for both internal and external audiences.
- Development of print and web materials designed to educate and engage a variety of audiences about IRLNEP programs, partner programs and accomplishments focused on protection and restoration of the Indian River Lagoon.
- Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A bachelor's degree from an accredited college or university, plus 3 years' work-related experience in community engagement/education related to the environment; OR a high school diploma and a minimum of 10 years' experience.
- Outstanding interpersonal, written and oral communications skills and experience in public speaking and customer service.
- Previous experience working in an administrative capacity with a public agency or state/local elected office, with knowledge related to Florida Sunshine law and ADA compliance is preferred.
- Knowledge of the Indian River Lagoon and its communities.

- Understanding of the issues affecting the health of the Indian River Lagoon including, nutrient pollution from stormwater runoff, septic systems, muck, and wastewater; stormwater BMPs, fertilizer issues, BMAPs and TMDLs; algal blooms and seagrass losses; restoration efforts, etc.
- Ability to develop presentations, trainings, workshops, print and web materials for governmental and public audiences; ability to facilitate trainings and workshops; ability to plan and implement public events.
- Ability to develop goals and strategies to establish and cultivate a community outreach program and create public awareness of program activities and accomplishments.
- Ability to work collaboratively with a variety of stakeholders including agencies, elected officials, local governments, environmental groups and academic organizations.
- Ability to work independently to oversee multiple projects simultaneously and be responsible for contributing to and developing strategic initiatives focused on the Indian River Lagoon.
- Proficiency in the Microsoft Office suite of products (Word, Excel, PowerPoint, Publisher); experience in the Adobe suite of products (particularly Photoshop, InDesign, Illustrator and Acrobat) and WordPress is a plus.

TRAVEL AND WEEKENDS:

Occasional day travel throughout the 5-county Indian River Lagoon Region as needed. Occasional overnight and/or weekend travel for events, conferences, trainings, and meetings. Annual travel for EPA technical transfer and annual meetings.

HR PRE-SCREEN OF APPLICANTS FOR ELIGIBILITY:

The IRL Council participates in E-Verify, an internet system that allows businesses to determine the eligibility of their employees to work in the United States.