CITIZENS UNITED TO PROTECT THE MAURICE RIVER AND ITS TRIBUTARIES, INC. ("CUMR")

Position Description:
Program Coordinator

POSITION SUMMARY
The Program Coordinator (the “Incumbent”) shall work in concert with the front office staff and in support of programming staff and the Executive Director of CUMR. The incumbent shall be responsible for the discharge of assigned responsibilities, particularly with respect to the organization, management and participation in events and activities of the organization. Duties of the position shall be rendered in ways that are consistent with the mission and values of the organization. For many members, volunteers and other stakeholders, the Incumbent will serve as the initial point-of-contact with the organization. As a result, the demonstrated use of interpersonal skills is highly important to CUMR. Work hours and locations of activities associated with the position require the Incumbent to accommodate changing schedules, program needs, and relative priorities. Evenings and Saturdays will be required. This is a full-time, in-office, entry-level position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PROGRAM MANAGEMENT
- Coordinate with, and support, the Executive Director, Administrative and Programming staff, as needed
- Conduct outdoor activities and field trips, e.g., hiking, kayaking, work groups, and habitat projects
- Provide informational guidance and leadership for nature tours
- Implement programs in support of the Wild and Scenic Management Plan, consistent with the mission of CUMR
- Establish information booths and other points of presence at various events
- Identify opportunities to realize greater integration of the Wild and Scenic Management Plan elements
- Empower property owners to protect the outstanding natural resource values of the nearby Maurice River
- On behalf of CUMR, support natural and cultural history programs developed for school-aged children, community residents and businesses

ADMINISTRATION
- Coordinate with, and support, the Executive Director and Administrative staff, as needed
- In concert with the Administrative staff, manage operational details in compliance with control and audit procedures
- Attend meetings of the Board and its committees, as directed

PLANNING
- Provide guidance and direction for the development and scheduling of CUMR events
- Provide staff leadership with regard to CUMR’s marketing communications plan
**Representation**
- Articulate public policies and positions established on behalf of CUMR
- Engage members of the public with respect to wildlife, ecosystem and conservation issues affecting the watershed
- Prepare press releases, public relations documents and other communications pieces to keep the mission of CUMR visible throughout the region

**Development**
- Serve as ambassador of the organization with regard to the recruitment, development and retention of members
- Develop in volunteers the skills necessary to carry out objectives
- Support the Executive Director in fundraising and grant writing to fund activities
- Support the Executive Director in identifying and securing expert and developmental resources needed by CUMR
- Facilitate engagement of volunteers, staff, Board members and community representatives

**Preferred Knowledge, Skills and Experience**
- College degree preferred (with major studies in such areas as biology, natural science, ecotourism, education, communications or related fields)
- Ability to familiarize oneself with environmental, biological, natural and cultural aspects of the watershed
- Familiarity with environmental issues and their scientific underpinnings
- Appreciation and understanding of the National Wild & Scenic Rivers System, and the applicability of its provisions to local resources
- Interest in nature-based and/or cultural activities
- Understanding of local government, planning and zoning board functions
- Ethical approach to leadership and administration
- Strong interpersonal and leadership skills
- Sincerity of interest
- Balanced commitment to organization and community service
- Experience with leadership of volunteers
- Results-driven and self-motivating
- Self-direction with ability to prioritize and manage organizational and individual matters competing for attention
- Outstanding presentation skills
- Ability to pursue and form consensus
- Strong interpersonal and leadership skills
- Experience in developing and producing publications
- Excellent verbal and written communication skills
- Demonstrated abilities to write about scientific or environmental topics
- Ability to cultivate and maintain good relationships with press contacts
- Commitment to continuing professional development relevant to CUMR’s mission
- Well-rounded interests, curiosity and commitment to continuous learning
- Familiarity with legal and procedural matters that affect CUMR’s mission
• Knowledge of Internet platforms for leveraging maximum impact through media
• Skills with such applications as Word, Excel, PowerPoint, Adobe Photoshop,
• Donor Perfect, Constant Contact, and database management software

ORGANIZATION MISSION
Citizens United to Protect the Maurice River and Its Tributaries, Inc. (“CUMR”) is dedicated to protecting the watershed of the Maurice River and the region known as Down Jersey, thereby enabling current and future generations to enjoy the environmental, recreational, cultural and scenic resources of this Wild & Scenic global treasure.

CUMR empowers individuals, corporations and neighboring communities to promote the region’s enduring well-being and quality of life. CUMR invites participation and fosters responsible stewardship. CUMR supports education, awareness, and informed decision-making utilizing field work, research, and advocacy.

THE VALUES WE PLACE UPON WORKING TOGETHER
1. Our work, resources, and activities are committed to the mission of the organization and service to its members.
2. We are intent upon helping one another, with respect to any work that needs to be done. Wisdom and strength are to be found in the saying, “There is no ‘I’ in team.”
3. “Not my job” is not spoken here.

IMPORTANT NOTES
1. The intent of these statements is to describe the general nature and level of work being performed by the incumbent. The description is not to be interpreted as an exhaustive list of all accountabilities, duties, and skills inherent in the position. The requirements listed on this form are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.
2. It is expected that the work of the Incumbent and Office Manager will be closely aligned and that, from time to time, it may be necessary for one person to support the other with regard to assigned duties and tasks.
3. The amount(s) and form(s) of total compensation shall be based upon the dedication of skills and experience to the organization. Though salary administration may be based upon a part-time, hourly rate, it is expected that the time and work of the Incumbent may be significant during the course of any given 12-month period.

TO APPLY
Send your resume, cover letter, and list of references to Karla.Rossini@CUMauriceRiver.org.

For more information on the position, call (856) 300-5331.