



Organization Background

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for nearly 30 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in the Clear Lake area of Houston, approximately 25 minutes south of downtown. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position Title:	Galveston Bay Report Card Coordinator
Reports to:	Director of Advocacy; President
Classification:	Full-time, exempt
Pay Rate:	Commensurate with experience. Health insurance and retirement savings program provided.
Start Date:	Late April to early May 2017

Summary: The Galveston Bay Foundation (GBF) seeks a full-time coordinator for the “Galveston Bay Report Card,” a citizen-driven, scientific analysis of the health of Galveston Bay. The Galveston Bay Report Card is a joint product of the Galveston Bay Foundation and the Houston Advanced Research Center (HARC). The goal of the Galveston Bay Report Card is to engage community members in meaningful discussion about the health of Galveston Bay. The Report Card is also designed to inspire people to take actions that preserve and protect the Bay. The Galveston Bay Report Card was first released in 2015, and is updated on an annual basis. To learn more about the Galveston Bay Report Card, please visit www.GalvBayGrade.org.

Specific Duties

- Work with Houston Advanced Research Center (HARC) to create, develop, and communicate indicators of bay health
- Work with HARC to update and manage content on the Report Card website, www.GalvBayGrade.org
- Work with a media/branding consultant to develop and execute a media plan that will include an annual Galveston Bay Report Card media event, press releases, and other announcements in local news media and online social media
- Work with a consultant to translate Report Card materials to Spanish and advertise the Report Card to Spanish-speaking audiences
- Work with GBF program coordinators and partner organizations to promote the Report Card as a public resource for bay health issues
- Develop and utilize online surveys to determine the public's interest in bay issues and reach out through presentations to stakeholders (e.g. boaters, fishermen, educators and civic groups, and public officials) to promote Report Card findings, advertise the Report Card, and determine public interests for Report Card topic expansion
- Work with HARC to track performance measures in order to determine the project's success in increasing the level of interest in Galveston Bay issues

Qualifications

- Bachelor's degree or higher in a relevant field such as communications, public affairs, education, environmental science, or environmental management
- One to three years of professional experience in conservation advocacy strongly preferred
- Excellent written and oral communication skills, including communicating complex ideas for a general audience;

- bilingual (Spanish) written/oral communication skills a plus
- Ability to manage grants, track budgets, produce deliverables, and meet deadlines
 - Strong interpersonal skills, including the ability to develop and manage productive relationships with staff, consultants, partners, and the community
 - Proficiency in Microsoft Word, Excel, and PowerPoint required; skill in graphic design (e.g. Adobe Photoshop and InDesign), photography, and with WordPress websites a plus
 - Ability to travel to local meetings, presentations, and events in personal vehicle (mileage reimbursable)

To apply, email resume and cover letter to jobs@galvbay.org by March 20, 2017. Reference the position title in the subject line. If selected for an interview, be prepared to provide at least three professional references.

The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.