



Job Description

Urban Water Quality Program Coordinator

30 Hour/Week

9-Month Term Position

About CMSF

Since 1995 California Marine Sanctuary Foundation (CMSF) has worked to protect the state's coastal ecosystems while strengthening coastal resilience in the face of population growth, urban and industrial uses, climate change, and resource extraction. Working together with local communities, government agencies, tribal communities, harbors and marinas, and NGOs, we identify and then implement practical and effective solutions to reduce human impacts and increase stewardship of our state's coastal resources. We strive to engage stakeholders, members of the public, and experts in these areas to identify and implement practical and effective solutions to reduce human impacts on and increase the resiliency of California's coastal resources. For the past 30 years CMSF has proven to be a strategic partner and innovator in coastal programming.

For more information about our work, please visit: www.californiamsf.org

About the Water Quality Program

The Water Quality Protection Program at the California Marine Sanctuary Foundation provides technical expertise in the development of monitoring, messaging, and relationship building required to protect California's watersheds. Through work with coastal cities, non-profit organizations, and rural communities, CMSF provides vital data to resource managers focused on improving water quality in creeks, rivers, and storm drains. Additionally, CMSF works to lessen the impact of runoff from agricultural production. Runoff can contain nutrients, pesticides, and plastics that ultimately enter streams, rivers, and the ocean. Our work is solutions-oriented, founded in strong science, and utilizes close relationships with volunteers, researchers, growers, municipalities, and government agencies.

Position Summary

The Urban Water Quality Program Coordinator is responsible for developing and maintaining our urban water quality program, including Snapshot Day and municipal water quality testing.

Job Functions

- Coordinate the 2025 Snapshot Day, a water quality monitoring event in which over 150 waterbodies are monitored by trained volunteers to assess the health of coastal streams flowing into the Monterey Bay National Marine Sanctuary (MBNMS);
- Coordinate the 2025 Dry Run/First Flush volunteer monitoring event, which collects water samples from storm drain outfalls prior to the first major rainstorm of the year (Dry Run) and during the first major rainstorm of the winter season (First Flush) to help guide local cities on where to implement best management practices to improve water quality;
- Work with municipalities and MBNMS to sample urban runoff, identify sources of pollutants and ensuring information is available and useful to resource managers in determining solutions;



- Analyze data, create reports, and share findings from past and present water quality monitoring efforts and use findings to reduce threats to the water quality of the sanctuary; and
- Write and submit grants to obtain future funds in support of ongoing and emerging water quality projects.

Position Requirements

The ideal candidate will have the following skills and experience:

- Minimum Bachelor's degree in natural sciences (chemistry, biology, environmental science or similar) with a focus on water quality, soil science, data analysis, and statistics;
- Demonstrated achievements in project management;
- Familiarity with regulatory water quality standards, and applicable federal and state policies;
- Experience recruiting, organizing, and supervising volunteers;
- Familiarity with e-learning to engage and train volunteers;
- Experience reporting water quality results to a variety of stakeholders;
- Outstanding written, verbal, and interpersonal communication skills as well as organizational skills;
- Grant development/fundraising experience with nonprofits and public institutions;
- Advanced Microsoft Office, GIS, R, and other statistical software skills preferred;
- Aptitude for working collaboratively as a team member with diverse individuals and organizations;
- Able to adapt as circumstances warranted.

Physical Demands and Working Conditions

The job requires some field work, and as such the employee must be able to lift and carry heavy objects (up to 25 pounds) and able to negotiate steep, slippery surfaces commonly found along streams, rivers, and near outfall sites.

The employee must be willing to occasionally work week nights and weekends to run monitoring events and accommodate volunteer schedules, as necessary. The employee must also be able to drive to education and outreach events, planning sessions with partners and funders, government hearings at the state and local levels, and other meetings and/or events as needed.

Reporting

This position reports to CMSF's Water Quality Protection Program Manager and Chief of Staff.

Salary

This is a part-time, 9-month term position, with the possibility of renewal, extension, or expansion of hours, including the potential for full-time work in the future. We offer competitive compensation at \$32/hour for 30 hours/week, plus benefits. CMSF provides a benefits package including vacation, paid holidays and sick leave, medical, dental, and vision benefits, and a 403(b)(7) deferred retirement plan, with 3% match.



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This position accommodates a hybrid work schedule with a combination of working from home, from the office, and several field days each month. This candidate will become a NOAA affiliate, which allows access to the MBNMS headquarters office in Monterey.

To Apply

Please send letter of introduction and resume to jobs@californiamsf.org. Please use "Urban Water Quality Program Coordinator" in the subject line. Applications will be reviewed on a rolling basis until position is filled.

Diversity Statement

CMSF is committed to dismantling the longstanding racial, gender, and socio-economic boundaries that exist in the field of environmental conservation. When bringing on new staff and interns, we adhere to equitable recruiting policies within our work and with our partners in the local and conservation communities. We acknowledge that environmental conservation is woven with rich diversity including Indigenous Knowledge and Traditional Ecological Knowledge and we will do our best to amplify all the voices that contribute to conservation. Lastly, we commit to continued listening and learning, adapting to the needs of our community, and being inclusive.