



COORDINATOR (DIRECTOR) – DUWAMISH RIVER CLEANUP COALITION

The DRCC Coordinator is an Executive Director equivalent position for a small non-profit “collective” representing environmental, social justice, tribal and small business organizations.

The Coordinator’s primary responsibilities include:

- Coordination and building consensus among the Coalition’s member organizations in matters ranging from annual priorities and budget approval to technical review and comment letters on Superfund cleanup proposals to collective policy decisions and advocacy campaigns
- Coordination and communication with federal, state and local agencies on technical/scientific, policy and regulatory issues related to the river cleanup
- Coordination and communication with responsible and liable agencies and businesses involved in the river cleanup
- Chief public and media spokesperson for the organization and its activities
- Chief fundraiser, including management and tracking of grants (financials and programmatic responsibilities), with support from staff as appropriate
- Budget and financial management
- Supervision, oversight and assignment of tasks and responsibilities to staff
- Maintaining the accuracy and integrity of all DRCC publications and communications
- Public outreach and education, with the support of the Outreach and Education Manager, including but not limited to: public presentations to communities, organizations and professional conferences; river boat and kayak tours; testimony at Public Hearings and to local/state/federal councils and legislatures.

Required skills include:

- Non-profit executive/management experience (5+ years recommended)
- Graduate degree in environmental or applicable social science; experience may be substituted for degree (undergraduate degree required)
- Excellent written and verbal communication skills
- Understanding of federal and state environmental regulations and cleanup laws
- Demonstrated successful grant writing and fundraising experience
- Impeccable financial management and accounting; experience with state and federal grants and contracts preferred
- Track record of successful community organizing and media relations
- Understanding of and commitment to the principles of environmental justice
- Knowledge of local/Duwamish Valley environment and neighborhoods a plus
- Bilingual (English/Spanish/Vietnamese/other API) a plus!

Approximate division of work:

- 40% Coordination and communication among DRCC members, government agencies, community representatives/general public, and potentially responsible/liable parties;
- 20% Administration & Fundraising;
- 20% Advocacy & Media;
- 20% Outreach & Education.

Salary DOE; 18 month contract position, with poss. of renewal. DRCC is an equal opportunity employer.

TO APPLY:
EMAIL COVER LETTER, RESUME, (1) WRITING SAMPLE, & (3) REFERENCES TO
search@duwamishcleanup.org
BY 5 PM, OCTOBER 31, 2008