



## **TAMPA BAY ESTUARY PROGRAM**

263 13<sup>th</sup> Ave. South, Suite 350

St. Petersburg, FL 33701

### **POSITION ANNOUNCEMENT: Public Outreach Specialist**

#### **Position Summary:**

The Tampa Bay Estuary Program (TBEP) is seeking qualified applicants for a full-time Public Outreach Specialist position. The successful applicant will have demonstrated experience and effectiveness in: 1) organizing, facilitating and marketing community-based environmental events; 2) producing environmental education, outreach and stewardship products for coastal communities; and 3) assisting in project planning, management and tracking. The applicant should also have familiarity with Tampa Bay estuary flora and fauna and have some experience with financial and programmatic reporting to public and private granting agencies. Experience managing local, state and federal government grants programs is a plus.

#### **Knowledge, Skills & Abilities (KSAs):**

*Candidates should possess most or all of these KSAs:*

- Basic knowledge of the Tampa Bay Estuary Program, its mission and the governance structure it operates under, particularly for those committees that directly engage the community (e.g. the Community Advisory Committee (CAC), Manatee Awareness Coalition (MAC), and Give-A-Day (GAD) for the Bay Volunteers).
- Knowledge of Tampa Bay estuary flora and fauna.
- Ability to assist, develop and lead novel outreach programs that contribute to the mission of the TBEP.
- Ability to manage grants and administer grant programs.
- Ability to create, maintain and curate various outreach databases that will be used to assess the social dimensions and effectiveness of the Program, preferably in open data repositories.
- Ability to perform general administrative and support tasks for other TBEP staff, such as answering phones, maintaining staff calendars, transcribing notes from meetings, updating project and financial information in TBEP's online project management platform -- Smart Sheets.
- Ability and skill to design and disseminate TBEP outreach and engagement products across a variety of traditional and digital platforms.
- Ability to work collaboratively and directly with all TBEP staff, but primarily with TBEP's Program Administrator, Community Project Manager and Communication & Outreach Coordinator.

**Education & Experience Qualifications:**

The position requires a bachelor's degree from an accredited university or college in one of the natural sciences, environmental studies, communication, or a related field. Preference will be given to candidates who have demonstrated ability and experience in working with the community to improve coastal and/or estuarine resources.

**Compensation & Benefits:**

- Salary: Dependent upon qualifications and experience, between \$40,000-\$50,000
- Pension: TBEP participates in the Florida Retirement System ([www.myfrs.com](http://www.myfrs.com))
- Deferred Compensation: Nationwide 457 Plan available
- Health and Dental: Employer subsidized health. Dental insurance available.
- Life Insurance: Employer paid life \$25,000
- Vacation/Sick Leave/Holidays: Competitive leave package, including annual, sick and 10 holidays
- 37.5-hour work week

**Working Conditions:**

Time spent in this position will be primarily in an office setting. Offsite environmental research, meetings and events, including some outdoors both along and in the Tampa Bay estuary are also likely. Work hours may shift dependent on project assignment. Evening/weekend work will be required. The incumbent should be able to lift 25 pounds and be able to sit and stand for at least 4 hours at a time.

**TBEP Organizational Summary:**

The Tampa Bay Estuary Program (TBEP) is an independent special district of the State of Florida with the mission of building partnerships to restore and protect Tampa Bay through implementation of a scientifically sound, community-based management plan. The TBEP was originally formed as the Tampa Bay National Estuary Program in 1991 and re-organized through an Interlocal Agreement as the Tampa Bay Estuary Program in 1998. The [Interlocal Agreement](#) was updated in 2015. As provided in the Interlocal Agreement, the TBEP office and staff coordinate implementation of [Charting the Course - a comprehensive conservation and management plan \(CCMP\)](#) for bay restoration. The CCMP serves as the blueprint for bay restoration as mandated under §320 of the federal Clean Water Act.

The Program is directed by a Policy Board comprised of elected officials from the cities of Tampa, St. Petersburg, and Clearwater, the counties of Hillsborough, Pinellas, Manatee, and Pasco, and officials from the U.S. Environmental Protection Agency (EPA), the Florida Department of Environmental Protection, and the Southwest Florida Water Management District (SWFWMD). The Policy Board is advised by senior managers from local governments, agencies, and industry sitting on a Management Board, and with input from a Technical Advisory Committee, Community Advisory Committee, and the Tampa Bay

Nitrogen Management Consortium. Various other working groups and subcommittees created and facilitated by the TBEP play important roles in achieving the goals of the CCMP.

As of January 2020, the program is staffed by seven full-time positions: an Executive Director, Program Administrator, Ecologist, Science Policy Coordinator, Program Scientist, Community Projects Manager, and Communication & Outreach Coordinator. Technical and communication support contracts further enable staff in meeting programmatic requirements. Funding is provided by Congressional appropriations administered through the EPA, and by seven local governments, the SWFWMD and Tampa Bay Water pursuant to commitments identified in an Interlocal Agreement. Revenues from a specialty license plate, the Tampa Bay Environmental Restoration Fund, the RESTORE Act and various external grants for special projects administered by TBEP that also supplement funding and program activities.

**Application Instructions:**

Submit as one file in PDF format: a cover letter, resume, and three professional references to Ron Hosler, TBEP Program Administrator, [ron@tbep.org](mailto:ron@tbep.org). The cover letter should not exceed 2 pages in length (1 double-sided page) and explain how the applicant meets the KSAs, qualifications, education and experience requirements listed above. Applications must be received no later than 2:00 P.M. EDT on Friday, March 27, 2020. No phone calls, please.

Applicants selected for interviews will be notified by April 3, 2020. Interviews will be conducted early-April 2020 by the TBEP Executive Director. The anticipated start date for the new hire is April 13, 2020.

All applications and materials provided to the Tampa Bay Estuary Program are considered public record.

The Tampa Bay Estuary Program is an Equal Opportunity Employer and a Drug Free Work Place.