



Pacific Coast Shellfish Growers Association
120 State Ave. NE, #142
Olympia, WA 98501

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| Job Title: | Program Coordinator | | |
| Location: | Olympia, WA | Travel Required: | Frequent local travel, some out-of-state |
| Position Type: | Full-Time Exempt | | |
| Benefits: | Paid holidays and personal time off, Association-sponsored IRA, health benefits | | |
| Email cover letter, resume, and names of three professional references to: | | | |
| Kim Thompson, Executive Director: kimthompson@pcsga.org | | | |
| <i>*Include in the Subject Line: Program Officer Job Application</i> | | | |
| Job Description | | | |
| ABOUT PCSGA | | | |
| <p>The Pacific Coast Shellfish Growers Association’s (PCSGA) mission is to ensure a healthy social environment, regulatory environment and natural environment for shellfish farming. We represent almost 100 bivalve shellfish (e.g. clams, oysters) farmers in Washington, Oregon, California, Alaska, and Hawaii.</p> <p>Our portfolio of work covers everything from providing general guidance and resources to our grower members to advocating for our growers in state capitals and Washington DC. We work closely with our grower members to develop programming and strategies. We also work regularly with legislators, researchers, community groups, NGOs, tribes, and many other stakeholders to develop collaborative solutions to address the challenges for growing shellfish, as well as to promote the many benefits our farms provide to society and the environment. PCSGA’s success is dependent on strong relationships between the staff, board, and our members. We have a small office located in East Olympia, Washington, not far from downtown. Hours are generally flexible. This position will be expected to be in the office most days, with some flexibility for hybrid remote work options.</p> | | | |
| PRIMARY RESPONSIBILITY | | | |
| <p>The program coordinator will manage and coordinate member communications, programs, and events, including grower meetings, legislative tours and receptions, public events, and our annual conference. They will also serve as the go-to contact for our members and support legislative and policy engagement. This position will report to the executive director and will represent the mission and the interests of PCSGA.</p> | | | |
| ROLES AND RESPONSIBILITIES | | | |
| Strengthen Member Engagement | | | |
| <ul style="list-style-type: none"> • Build and sustain relationships with members by engaging in regular communication. • Manage and coordinate member-orientated activities, including grower meetings and training opportunities. • Contextualize and distribute updates and pertinent information to members. • Work with the executive director to review and strategize on ways to improve the membership recruitment and renewal processes. • Recruit new members. • Work with the office manager to process and track membership applications, dues payments, and to ensure deliverables for the different levels of membership are met. • Convene and coordinate committees. • Develop and manage content for member engagement using various platforms, including social media, newsletters, and other platforms. | | | |

- Other duties as assigned.

Lead Event Planning Efforts

- Convene and coordinate event committees and volunteers.
- Manage event contracts and contractors.
- Create and manage event budgets.
- Develop strategies and promotional materials to promote the events to appropriate audiences.
- Recruit and manage volunteers for events, including SLURP, legislative receptions, and our annual conference.
- Attend public events on behalf of PCSGA.

Support Legislative and Policy Work

- Convene committees and members to address specific policy issues.
- Build and sustain relationships with state legislators and staff.
- Coordinate and staff legislative and agency tours.

QUALIFICATIONS

- Ability to effectively communicate verbally and in writing to a wide range of audiences, including shellfish farmers, policy makers, event contractors, researchers, community groups, and other stakeholders as appropriate.
- Experience developing and maintaining relationships, preferably with diverse stakeholder groups (e.g. farmers, regulators, researchers, etc).
- Experience presenting to and/or facilitating cordial discussion with audiences of various sizes and composition.
- Ability to maintain professionalism and work cooperatively and collaboratively with others in complex and sometimes politically sensitive arenas.
- Proficiency with Microsoft Office (e.g. Word, PowerPoint, Excel). Comfortable with Google Drive and virtual communication platforms (e.g. Zoom, Microsoft Teams). Learns new software quickly.
- Ability to travel, including overnights and out-of-state.
- Ability to work weekends.
- Reliable transportation and valid driver's license.
- Ability to lift and carry at least 50 pounds.

DESIRED QUALIFICATIONS

- 3+ years of experience engaging and convening stakeholders for shellfish farming, aquaculture, or a related field; OR... 3+ years of event planning and promotion for a nonprofit or association; OR... 3+ years working in legislative offices or engaging legislative offices on behalf of an industry or nonprofit.
- Passion for shellfish farming, aquaculture, sustainable food systems, and/or working waterfronts.
- Experience working with shellfish growers, aquaculture producers, fishermen, or other farmers.
- Proficiency or familiarity with WordPress, Canva, InDesign, and social media platforms.
- Experience and ability to write copy for various media, including newsletters, social media, promotional materials, etc.
- Copyediting experience.
- Ability to speak, read, and write in Spanish.
- Works independently, prioritizes tasks, and is a self-starter. Understands what needs to be done and how best to accomplish tasks.