



CCOM Environmental Advocate

Mission: The Environmental Advocate is a full-time salaried position that is responsible for the development and accomplishment of strategic, community-based campaigns that promote the protection and restoration of Eastern Long Island’s natural resources. The Environmental Advocate generally accomplishes the goals of this position in two ways. First, the Advocate is responsible for developing and carrying out strategic community-based action projects and campaigns that are initiated in response to proposed development activities, policy initiatives, environmental conditions, or civic/governmental requests for involvement. Second, the position initiates proactive campaigns, projects or initiatives that advance the mission and strategic goals of CCOM, and support the long-term environmental protection and restoration of the organization’s service area. The position includes a particular focus on monitoring and improving local and regional water quality.

Reporting Structure: The Environmental Advocate reports directly to the President and also engages in a variety of collaborative projects with the Board of Directors, staff, members and volunteers to accomplish the organization’s mission.

Strategic Responsibilities:

Project Development and Coordination

- Manage multiple projects, deadlines, timeframes with minimal supervision
- Interpret laws, rules, regulatory guidelines, evaluate information & develop work plans/campaigns
- Compile data, develop strategy, and generate advocacy plans that produce specific outcomes
- Generate comment letters, reports, and “white papers” on project-related topics
- Resolve routine issues independently, consulting with supervisor to develop plans for resolution of complex and unusual problems, while developing creative ideas to improve conservation strategies
- Apply diversified knowledge of science, public policy and social change to a variety of campaigns, initiatives, assignments and decision-making activities
- Engage and solicit feedback from Board of Director’s, as required

Civic and Government Relations:

- Establish and maintain positive relationships with relevant civic, fraternal, professional and environmental organizations, and local businesses
- Work with governmental and agency officials to achieve organization’s mission



- Testify before municipal boards, committees, and task forces on programmatic issues
- Develop and lead large and diverse coalitions and campaigns
- Lead and organize workshops, forums and/or information sessions on project related topic(s)

Communication and Media Relations:

- Communicate key strategic goals to diverse audiences
- Explain conservation practices/goals/programs to technical and non-technical audiences
- Engage relevant staff expertise to maximize advocacy effectiveness in communication efforts
- Assist the Director of Outreach to pitch stories, events, program success/campaigns in coordination while building relationships with media outlets (print, TV, electronic media)
- Develop advocacy fliers, websites, and assist in varied media campaigns

Additional Responsibilities:

- Supervise interns and volunteers on specific projects
- Assist staff/consultant(s) in the discovery, writing and managing of grants
- Manage contracts and contractors on relevant advocacy and program issues

General Responsibilities:

- General administrative responsibilities as required/assigned
- Participate in staff meetings/calls
- Participate in office/site clean ups or operational efficiency projects
- Assist in event set-ups clean ups as required/assigned

Qualifications:

- Applicants are required to have a bachelor's degree in natural resources management, public policy, the sciences or a related field, **OR** four years equivalent professional experience.

To apply for this position:

- Please email a current resume, a cover letter describing your interest in the position and a 2-3 page writing sample to: Info@PreserveMontauk.org
- In the subject line of the email, please include the following: "Your Full Name / Environmental Advocate Position"
- Please do not call regarding the position
- Applications must be received no later than 1/31/17