

Engagement Coordinator, UVA Coastal Research Center & LTER

Description

UVA's Coastal Research Center (a marine field station) is seeking an Engagement Coordinator to support events and initiatives that engage station users, regional communities, and connections between the two. The position is based on Virginia's Eastern Shore. The coordinator will work closely with project leadership to cultivate an objective-driven suite of engagements and will organize planning, execution, and evaluation of programming. The position is part time (10-20 hours per week). Work hours are flexible and will fluctuate with initiatives.

General responsibilities

The Engagement Coordinator will support the Coastal Research Center's work to engage both internal (station user) and external (regional community) audiences. Exemplary engagements include annual orientation at the station, contributed activities at public environmental events, focal programming in partnership with local organizations, and workshops hosted at the station. Priorities and objectives will be set in collaboration with the Site Director. The Coordinator will lead the preparation of materials, scheduling and personnel planning, initiative management, and evaluation. Creative design of engagement elements will be encouraged. The Coordinator will work directly with volunteers, community members, station users (primarily scientific researchers), and station staff. The Coordinator may also support regular communications, such as newsletter and press release preparation. The Engagement Coordinator position is based at the Coastal Research Center in Oyster, VA.

Qualifications

Required qualifications:

- High school diploma or equivalent
- Have experience using a computer, email, and basic software programs (Google Suite, Microsoft Office, similar)
- A valid driver's license

The preferred candidate is expected to

- demonstrate experience with or an interest in learning design programs, such as Canva or Adobe Illustrator (for creating posters, handouts, etc),
- understand or be willing to learn fundamentals of audience engagement and effective learning,
- exhibit resilience and adaptability to variable situations, including weather and scheduling challenges,
- demonstrate the ability to use clear communication to coordinate across groups,
- value or show skills in effective organization and communication of planning information,
- demonstrate the ability to (or express the relevance of being able to) work effectively with and support diverse local and scientific communities.
- Contribute in ways that prioritize relationship building.

The position requires presence in the Eastern Shore region (Accomack and Northampton counties) on a regular basis.

The VCR-LTER and UVA CRC are committed to recruiting, hiring, and supporting a diverse staff and research community. We actively work to provide an inclusive environment that fosters varied perspectives, makes field research welcoming to all, and enhances the quality of our programs.

Compensation: Hourly pay starts at \$20 per hour and is negotiable, commensurate with experience. Learn more: [Become A UVA Temp | UVA HR \(virginia.edu\)](#)

To apply, visit www.abcrc.virginia.edu and follow the link to provide a cover letter that describes relevant experience and your interest in the position, a curriculum vitae / resume, and contact information for three (3) references. Applicants are welcome to include both professional and personal experience that is relevant to this position. For full consideration, submit application materials by August 13th. Questions can be addressed to Cora Baird at coraj@virginia.edu.

The University will perform background checks on all new hires prior to making a final offer of employment. The University of Virginia is an equal opportunity and affirmative action employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Timeline:

Recruiting begins in July. Review applications and conduct interviews in July and August. Target start date is early September, though negotiable.

Responsibilities (% time, importance)

Prepare for engagements (50%, High)

Track opportunities, set objectives, coordinate participation. Create and prepare materials – handouts, activities, content or infrastructure (such as science tools) – and personnel. Manage printing orders and other materials preparation. Gather information on needs and coordinate support resources such as food for participants. Recruit researcher, staff, or volunteer contributors. Set schedules; communicate expectations.

Complete programming (20%, High)

Be present at station and community events and programming (or ensure that personnel are prepared and obligations are covered in Coordinator's absence). Work with station leadership to support regular communications, such as assisting with preparation of press releases and newsletters.

Evaluate engagements (30%, Intermediate)

Work with Site Director to create evaluations that assess programming objectives. Prepare assessment materials (survey cards, QR codes, Google Forms, etc). Coordinate implementation of assessments and collection of responses. Work with Site Director to evaluate findings and create reports of impact or recommendations for improvement.



Coastal Research Center