



Job Title: Community Partnerships & Communications Coordinator (aka Greenscapes & Communications Coordinator)

Location: Salem, MA

Position Type: Full time, Exempt

Reports To: Executive Director

Direct Reports: none

Compensation: Annual salary of \$60,000, paid bi-weekly

About Salem Sound Coastwatch

Salem Sound Coastwatch (SSCW) is a nonprofit organization dedicated to protecting and improving the environmental health of Salem Sound and its watersheds through science, education, and community engagement. Serving communities across Massachusetts' North Shore, SSCW works to advance coastal resilience, restore habitat, improve water quality, and connect people of all ages to their local marine environment.

Through our community science initiatives, environmental education programs, habitat restoration projects, and public engagement efforts, SSCW fosters stewardship and inspires action to protect our coastal ecosystems for future generations.

About the Role

The Coordinator leads Salem Sound Coastwatch's regional Greenscapes coalition while helping tell the organization's story across the North Shore. This role combines coalition coordination, watershed education, community outreach, and public communications to inspire stewardship and support a healthier watershed. The Coordinator works closely with municipalities, schools, nonprofit partners, and community members.

Job Responsibilities

Greenscapes North Shore Coalition Coordination (50%)

- Coordinate and support the Greenscapes North Shore Coalition, a regional stormwater and water conservation collaborative serving North Shore municipalities
- Support implementation of the public education and outreach requirements associated with the Municipal Separate Storm Water Sewer System (MS4) permit across 28 participating communities
- Develop and deliver workshops, public presentations, outreach campaigns, and educational materials related to stormwater management and water quality protection
- Manage Greenscapes' communications channels including website, newsletters, and social media for program-specific content
- Schedule the delivery of the Greenscapes "Keeping Water Clean" program in partner schools
- Coordinate collaboration among partners by facilitating meetings, preparing meeting materials, participating in statewide stormwater collaborative meetings, and sharing relevant updates with partner organizations
- Assist with management of Greenscapes budget including invoicing city/town partners, tracking program expenses, and financial reporting



- Evening and weekend program delivery occur 1-2 times per month.

Communications Coordination (30%)

- Manage organization-wide communications, including SSCW's website, e-newsletter, and social media
- Tell SSCW's story by creating compelling content and gathering content from colleagues highlighting programs, volunteers, events, and organizational impact
- Support communications for volunteer recruitment, fundraising, and community events

Greening the Gateway Cities & Other Programs (20%)

- Coordinate additional programs to support the mission, including Greening the Gateway Cities. Programs vary by year depending on funding.
- Build relationships with community organizations, schools, universities, municipal partners, and neighborhood groups
- Distribute information through community canvassing to promote practices that reduce stormwater runoff and water conservation
- Represent SSCW at public and community events
- Collaborate with development staff on grant writing, grant reporting, and project tracking for the programs they coordinate

Staff Collaboration

- Foster a collaborative, supportive, and mission-driven team culture
- Support other SSCW programs, community events, and organizational initiatives as needed

Qualifications

Research shows that candidates from underrepresented backgrounds are less likely to apply to jobs unless they meet every single qualification. We are dedicated to building a diverse, inclusive, and authentic workplace. If you possess many of the qualifications and are passionate about our mission, we encourage you to take a leap and apply.

Qualifications include:

- Bachelor's degree in environmental science, environmental studies, nonprofit management, environmental education, communication, or a related field, or equivalent experience
- Experience with community engagement, environmental outreach, communications, or nonprofit programming
- Knowledge of watershed, stormwater management, or water quality issues
- Experience managing multi-partner collaboration
- Strong organizational and project management skills
- Comfort speaking publicly and facilitating community engagement activities
- Experience planning and coordinating public events and volunteer programs
- Strong written and verbal communication skills
- Experience managing social media platforms, websites (WordPress), and digital communications



- Experience with graphic design (Canva), or similar communications tools
- Ability to work independently and collaboratively in a fast-paced environment
- Flexibility, creativity, and strong problem-solving skills
- Proficiency in Microsoft Suite (Outlook, Word, Excel, SharePoint, etc.)
- A valid driver's license and reliable transportation required
- Native or bilingual fluency in Spanish or Portuguese is considered an asset

Benefits include paid vacation, holidays, sick leave, flexible scheduling, and professional development opportunities.

The Coordinator will primarily work out of the Salem office, with flexibility for responsibilities that require work in the field, with partners, or in the community, and one work from home day per week.

To Apply

Interested applicants should submit a resume and cover letter to hr@salemsound.org. In your cover letter, please specify: 1) Why you want this role – what draws you to Salem Sound Coastwatch's mission and this opportunity. 2) Why you'd be good at it – how your skills, experience, and approach align with the responsibilities and success criteria outlined above.

Applications are reviewed on a rolling basis. Priority consideration will be given to applications received by July 29, 2026.

On AI Use and Authenticity - You may use AI tools to brainstorm, edit, or proofread, but please do not use AI to write your application for you. We want to hear your voice, experiences, and perspective, not a polished, generic version generated by a model. If you use AI for minor editing assistance, please add a short note at the end of your response (e.g., "I used [tool name] to proofread this response"). Applications written in a genuine, original voice will be prioritized.

Equal Opportunity Employer

Salem Sound Coastwatch is committed to cultivating a diverse and inclusive workplace that reflects the communities we serve. SSCW is an Equal Opportunity Employer and does not discriminate based on age, race, ethnicity, religion, disability, gender identity, sexual orientation, national origin, or any other protected status.

We are committed to advancing diversity, equity, inclusion, and environmental justice in our hiring practices, workplace culture, and programs.