



## **PEARL BUSINESS and FAITH COMMUNITY COORDINATOR**

**Lynnhaven River NOW** is the leading environmental non-profit organization in Virginia Beach and is dedicated to substantially improving water quality in all of our waterways and protecting our natural areas. To reach this goal, we are working

- (1) to identify and reduce sources of pollution including nutrients, sediment, bacteria, toxins, and marine debris in our waterways;
- (2) to educate and engage the community and partner organizations in restoring and protecting our waterways and natural areas; and
- (3) to restore lost habitats such as oyster reefs, wetlands, native plants, forests, and riparian buffers that filter polluted runoff, improve water quality and protect marine life.

We concentrate our efforts on public education and outreach, resource restoration, and working with our elected officials and other community businesses and organizations to foster partnerships that bring additional resources to the challenge of reducing pollution and restoring vital natural habitats in Virginia Beach.

### **Pearl Business and Faith Community Coordinator responsibilities include:**

- Managing the Pearl Business and Pearl Faith Community application processes including
  - presentations to businesses, business organizations, and faith communities
  - facilitating the application process with potential Pearl Businesses and potential Pearl Faith Communities;
  - data entry and reporting regarding Pearl Businesses and Pearl Faith Communities;
  - Pearl Business and Pearl Faith Communities mailing list management.
- Supporting Pearl Businesses and Pearl Faith Communities to
  - Complete landscaping projects on their properties
  - Complete energy audits on their properties
  - To upgrade aspects of their operations to reduce energy use, reduce waste, and reduce stormwater runoff.
  - Educate their staff, customers, and congregants.
- Communication and outreach regarding the Pearl Business and Pearl Faith Community programs including
  - staffing tables at various community events;

- providing Pearl Business and Pearl Faith Community materials at LRNow events;
  - preparing print materials as needed related to the Pearl Business and Pearl Faith Community programs;
  - working with the Communications Coordinator, Assistant Director, and Executive Director regarding marketing and public outreach regarding the Pearl Business and Pearl Faith Community programs;
  - providing Pearl Business and Pearl Faith Community information for our social media, website, newsletters, and other publications;
  - coordinating various Pearl Business and Pearl Faith Community outreach events, workshops, and service opportunities.
- LRNow Teamwork
    - Attend the Pearl Team meetings and work collaboratively with all Pearl Program staff.
    - Attend monthly staff meetings and other staff training. Provide a report to the staff each month for the monthly staff meeting and work cooperatively with all staff members.
    - Assist with the Fall Festival, Volunteer Appreciation Party, Oyster Roast and other all-staff events.
    - Work with the Executive Director and the Development Director to obtain sponsorships from our Pearl Businesses for LRNow Events and other needs.
    - Assist with other tasks and assignments as they arise.

### **Skills Required:**

A successful applicant will possess:

- Experience and skill with Microsoft software: word, excel, and outlook.
- Excellent organizational and time management skills.
- The ability to work cooperatively and collaboratively with fellow staff, volunteers, business owners and managers, and faith community staff and volunteers.
- Experience with or interest in environmental protection.
- A positive attitude and commitment to working effectively and cooperatively with a wide variety of community members.

### **Salary and Benefits:**

- This is a full time position and reports directly to the Assistant Director.
- Salary will be in the \$38,000 - \$40,000 range.
- All employees receive paid leave and paid holidays.
- All employees have opportunities for professional development.
- All employees receive 8% of their gross salary to be applied to our 401K or HSA benefits.
- All employees receive an annual stipend for LRNow apparel.

All interested persons should submit a cover letter and resume to Karen Forget at [Karen@LRNow.org](mailto:Karen@LRNow.org) or 3712 Holland Road, Virginia Beach, VA 23452.