



Seeking Assistant Director

Lynnhaven River NOW (LRNow) is the leading environmental non-profit organization in Virginia Beach and is dedicated to substantially improving water quality in all 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, living shorelines, 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 non-profit organizations to foster partnerships that bring additional resources to the challenge of reducing pollution and restoring vital natural habitat in Virginia Beach.

LRNow is seeking an Assistant Director to develop, oversee, and promote all LRNow Education and Outreach programs. The Assistant Director will work with the Executive Director and the Program staff to grow and support our education and outreach programs and activities in all watersheds and neighborhoods in Virginia Beach.

Responsibilities Include:

Program Development and Support:

- Successfully work with the Executive Director and Pearl Program staff to support and improve programs.
- Institute program evaluation measures to guide the continued growth of outreach and education programs.
- Develop strategies to expand our outreach into underserved communities in Virginia Beach.
- Work with the Executive Director and the Development Director to seek out and obtain funding to support the continued growth and excellence of our education and outreach programs.
- Facilitate partnerships with local organizations, schools, and community groups to enhance outreach efforts.

Staff Development and Support:

- Supervise and mentor staff and volunteers, fostering a collaborative and inclusive work environment.

- Meet regularly with Pearl Program staff to assist with program implementation.
- Motivate staff to seek excellence in all programming.
- Work with the Executive Director to seek out and implement staff development opportunities.

Volunteer Recruitment and Support:

- Work with the Pearl Team staff, Volunteer Manager, and other program staff to design effective and rewarding volunteer opportunities.
- Work with the Volunteer Manager to recruit volunteers and acknowledge their contributions.

Communications:

- Work with the Pearl Team staff to communicate good environmental information and program goals and opportunities effectively through:
 - Presentations to community groups.
 - Tabling at other community organizations' events.
- Work with the Communications Manager to continually update our LRNow website Pearl Program information.
- Work with the Communications Manager and the Communications Team to effectively communicate best practices and program goals, successes, and volunteer opportunities through our weekly newsletter and social media posts.

Reporting Relationships:

This position reports to the Executive Director. LRNow staff work as a team with respect for each person's contribution and a spirit of cooperation and collaboration. You are a good candidate for this job if you are equally comfortable in a behind the scenes role and being the front person.

Other reporting responsibilities include:

- Regular meetings with the Executive Director.
- Monthly written report to the Executive Director and staff.
- Quarterly written program report for the Board of Directors.

Preferred Candidates will have –

- Bachelor's degree or Master's degree in environmental studies or related areas.
- Strong understanding of environmental issues and sustainability practices.
- Proficiency in all aspects of Microsoft Office.
- Excellent time management skills.
- A minimum of 3- 5 years' experience and proven success in
 - Program development and management.
 - Staff management.
 - Grant development and management.
 - Contract development and management.
- Creative problem-solving skills.
- Successful track record of motivating both staff and volunteers
- Demonstrated excellence in organizational and managerial skills.
- Demonstrated excellence in all aspects of communication, both written and oral, and the ability to engage with diverse audiences.

- Good interpersonal skills and the ability to work with a team including fellow staff members, volunteers, and community leaders.
- Demonstrated leadership abilities.
- A keen interest in environmental issues and a desire to be a part of a dynamic environmental organization.

What we Offer:

- Competitive salary.
- Opportunities for professional development and career advancement.
- A supportive and mission-driven work environment.
- The chance to make a meaningful difference in your community.

Application Process:

This is a full-time position offering a competitive salary. LRNow provides paid leave, professional development opportunities, a 401(K) and a Health Saving Account contribution.

Interested applicants should submit a cover letter and resume to Karen Forget at Karen@LRNow.org or 3712 Holland Road, Virginia Beach, VA 23452. Resumes will be accepted through November 30, 2025, or until the position is successfully filled.