

## Job Opportunity

**Location:** The Charlotte Harbor Environmental Center, Inc.  
10941 Burnt Store Road  
Punta Gorda, FL 33955  
Ph: 941-575-5435  
Web: [www.checflorida.org](http://www.checflorida.org)  
Email: [chec@checflorida.org](mailto:chec@checflorida.org)

**Title:** Environmental Programs Coordinator

**Reports To:** This employee reports directly to the Chief Executive Officer

**Job Overview:** The incumbent is responsible for scheduling and fully implementing all existing defined environmental educational programs at this location, and creating new programs, subject to CEO approval, as deemed necessary. Success ensures that we continue to fulfill our mission to raise public awareness of the value of our natural and cultural resources by providing environmental education, recreation, research and management of conservation lands.

### Responsibilities and Duties:

- Conduct water and land-based programming activities on Charlotte Harbor, Lemon Bay and the Peace River for students and adults.
- Provide environmental expertise in support of CHEC's mission, implementing existing environmental community education programs and developing new ones.
- Work with other staff members and volunteers to manage programs and to make recommendations about programs to the CEO.
- Participate in public meetings, festivals and other events as required.
- Prepare written reports, press release and articles.
- Coordinate and train volunteers.
- Maintain a flexible work schedule, which varies and will include evening and weekend activities.
- Perform other duties as required.

### Qualifications:

- A BS in a discipline of environmental science is desired. Work experience equivalency will be considered.
- At least 3 years of related or previous proven experience as an Environmental Programs Coordinator (or related field) is required.
- The ability to work independently, within defined guidelines and with minimum management oversight, is required.
- Necessary skills and characteristics: organizational, time-management, the ability to research; communications, customer service; the ability to work successfully with both children and adults; negotiation, conflict-resolution and problem-solving; the ability to work as part of a team, and self-motivation.

**Compensation:** For all services rendered by the Environmental Programs Coordinator, CHEC shall pay an annual salary of \$32,240.00 in accordance with normal payroll procedures.

**Benefits:**

Benefits are provided pursuant to the CHEC Personnel Policy Manual, as follows:

- Full-time.
- Paid vacation per annum.
- CHEC 401K program with a 3% match.
- Health insurance coverage after a 90-day probationary period.
- CHEC liability insurance.
- Florida Workers Compensation coverage.
- Other benefits as may be applicable in accordance with CHEC's Personnel Policy Manual.

**Contact:**

E-mail a resume with a cover letter and any associated relevant documentation to CEO Doris Button at [doris@checflorida.org](mailto:doris@checflorida.org).