



POSITION ANNOUNCEMENT

Position Title:	Project Permit Coordinator
Salary:	\$42,000 to \$51,000 per year plus full benefits
Supervisor:	Chief Financial Officer
Location:	San Diego, CA

Job Summary: The Project Coordinator will coordinate the outreach and permitting efforts for the Institute's California sustainable offshore aquaculture program. The position requires the exercise of independent judgment, technical knowledge of the specific area of assignment, and of overall knowledge of HSWRI aquaculture activities.

Responsibilities: This position is responsible for community outreach support in the permitting process, coordinating meeting places and announcements, and dissemination of materials required for general public and government review (local, state and Federal), and is responsible for management of graphic materials and website for the offshore aquaculture project. Performs a wide variety of administrative duties as required by daily operations in the HSWRI California office including:

- Coordinate the off-shore aquaculture permitting process at HSWRI. Keep track of the multiple local, state, and Federal agency requirements and deadlines.
- Track the permit processing timeline, including relevant reminders of key deadlines to key internal and external personnel. Coordinate to prevent any anticipated permit delays.
- Field and direct inquiries from agencies and the general public, making sure information flow is smooth.
- Coordinate public outreach events. Act as liaison for government reviews / public input.
- Coordinate the development of graphics and layouts for product illustrations, company logos, and website discussing them with funders, consultants and/or co-workers and making necessary changes.
- Keep website updated
- Create and edit presentations; review development of PR materials.

Qualifications:

- Organizational and project management skills a must.
- Sound website management skills required.
- Data management skills a plus.
- Experience in government permitting processes preferred.
- Good written and verbal communications skills.
- Responsible and hardworking individual with the ability to work both independently and as part of a team.
- Graphic design background with GIS experience preferred.

Physical Requirements and Working Conditions:

- Sitting in a normal seated position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers, for example, using a keyboard.
- Communication skills using the spoken word.
- Ability to hear within normal range.
- Ability to lift 20 pounds.
- Ability to be insured under company automobile insurance plan.

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