



## **About the Organization**

Hackensack Riverkeeper defends the Public Trust resources of the Hackensack River Watershed through a fourfold strategy of environmental action, advocacy, education, and litigation. The organization employs that strategy on behalf of the people and wildlife that depend on the river and its watershed for life. Hackensack Riverkeeper carries out its mission through a combination of formal and nonformal environmental education programs designed to raise awareness of the people of the Hackensack River Watershed. In everything we do, we work to protect, preserve, and restore the various fish and wildlife habitats that exist within the Hackensack River Watershed.

## **Job Summary**

**Hackensack Riverkeeper**, a 501(c)(3) nonprofit clean-water advocacy organization is seeking an Events and Paddling Program Manager to oversee a robust calendar of events as well as three Paddling Centers.

Hackensack Riverkeeper's headquarters are based in Hackensack, New Jersey and has paddling locations in Secaucus, Leonia, and Oradell, New Jersey. This position will require travel to all locations. The Events and Paddling Program Manager position is key to our success and requires a highly organized, creative, detail oriented and motivated person to serve as lead for event planning, management, scheduling, training, and maintenance.

The Events and Paddling Program Manager must be able to anticipate project needs, understand work priorities, and meet deadlines. The Events and Paddling Program Manager should have a passion for special event management, provide outstanding communication to staff, vendors, volunteers, be an enthusiastic professional, and be capable of building strong and positive relationships with donors and partners.

Events include fundraising galas, corporate functions, tradeshow exhibitions and conferences, among other things. The position deals with a wide range of responsibilities that include seeking & scheduling staff, creating event programs, communication with events staff, attendees and donors, marketing, coordinating event logistics, timeline, and tasks as necessary for event production. This job offers a unique, enjoyable, and profitable opportunity to work outdoors near the water and help to ensure clean water.

## **Major Duties and Responsibilities**

Event planning and Paddling Center management includes, but is not limited to:

- Working closely with staff to produce several events throughout the year; Events include but are not limited to: EarthFest Overpeck, Reservoir Challenge, Lake Tappan Paddle Day, Lake DeForest Paddle Day, Volunteer reception, Captain's Circle reception, Summer Solstice Cleanup and after party, Annual Gala, Holiday Open House.

- Securing Site Managers and paddling staff for each Paddling Center; interview, hire, schedule, and oversee payroll procedures.
- Overseeing staff training, including safety, site operations, small boat handling, clock-in/clock-out procedures.
- Following proper cash and credit card security controls, including picking up receipts & Daily Activity Reports and delivering to the Executive Director (or his assign) daily.
- Overseeing maintenance of all craft, including motorized safety boats.
- Maintaining inventory control; keep stock of consumables and condition of all of boats and associated gear. Ensure each site is in proper order.
- Maintaining cordial relationships with county Parks Department staff.
- Attending Senior staff meetings.
- Supervising Center staff at offsite paddling events.
- Overseeing each location and event to ensure proper staff and supplies are available.
- Managing closure of paddling centers (i.e., securing boats and gear) at end of the season.

**Requirements:**

- Excellent interpersonal and communications skills
- Proficiency in MS Office (including Word, Excel and PowerPoint)
- Attention to detail and ability to work independently, under deadlines and multi-task
- Weekend and Evening work required
- Travel required – must have reliable transportation (fuel reimbursement available)
- Extensive paddling knowledge and experience
- Ability to properly use basic hand tools
- Professional and friendly demeanor; comfortable speaking with the public in a busy, outdoor setting
- Ability to swim
- First Aid / CPR Certifications a plus
- State Boating Safety Certificate or NJMVC Boating Endorsement a plus
- Experience driving a box truck (w/ automatic transmission) a plus
- Follow proper COVID-19 safety protocols at *all* times

**Benefits:**

- Health plan
- SEP IRA plan
- 6 paid company holidays
- Vacation Days

**Compensation starting at:** Negotiable based on experience

Send your resume/references with cover letter to [info@hackensackriverkeeper.org](mailto:info@hackensackriverkeeper.org).

***Hackensack Riverkeeper, Inc. is an Equal Opportunity Employer***