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## Opening: *Sanctuary Services Coordinator, National Marine Sanctuary*

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**Location:** Monterey Bay National Marine Sanctuary (MBNMS), CA

**Pay:** \$20.42; Minimum 1 Year Project

**Hours:** Minimum 40 hours per week; exempt position.

**Minimum Requirements:** Excellent written and verbal communication skills; experience in marine sanctuary policies and issues; professionalism and experience in dealing with politically important government, state and community representatives; ability to compile, organize and articulate ideas and recommendations to advisory groups and the public; analytical skills necessary to assist Sanctuary management with special policies, situations and issues as they arise; experience in planning, coordinating and facilitating meetings of community representatives and government officials; ability to effectively produce and distribute meeting information for the advisory and decision making body; ability to take notes at meetings and to synthesize them into official minutes; ability and willingness to prioritize work, meet deadlines as assigned and to work as a team player with Sanctuary working group representatives and staff; ability and flexibility to travel; overnights for SAC meetings and annual retreat; two-day annual SAC Chairs/Coordinators meeting; and experience with word processing; web design, document scanning, and digital recording systems.

**Who are we?** HPC is one of Southern California's top providers of program management and assistance to disadvantaged people re-entering the workforce. We market positive, punishment-free, motivation-enhancing counseling and advice. Services certified and funded through a wide range of key organizations including the Social Security Administration, the U.S Department of Labor, and the California Department of Corrections. We provide excellent employee opportunities for continued career development and are an equal opportunity employer. Find out more about how the success of our clients is our most important product by going to [www.HPCemployment.org](http://www.HPCemployment.org).

**The position:** The mental health consultant will provide various medical services to students between the ages of 16 to 24. **The ideal applicant** will provide **evidence** of (1) planning, coordinating, scheduling, and attending all SAC meetings; (2) making all logistical arrangements for the meetings including location, room setup, equipment arrangements and material; (3) producing and distributing SAC related information and taking minutes from the SAC meetings by means of written notes and a digital sound recording system; (4) assessing problems and developing recommendations for SAC related issues; (5) responding to SAC motions, resolutions, information requests, reviewing alternatives, preparing recommendations and drafting documents; (6) developing and implementing organizational strategies for the SAC; (7) coordinating new member recruitment and the selection, implementation and coordination of task forces and subcommittees for special projects; (8) meeting on a regular basis with the Sanctuary Superintendent, Sanctuary staff, SAC chairperson and working with group chair to discuss planning needs, and to develop agendas for upcoming SAC meetings; (9) developing and helping implement a plan to identify and track MBNMS Management, project and policy initiatives for MBNMS Superintendent with an effective plan to identify key initiatives, internal communication mechanisms, a method to develop internal positions and actions and tracking of progress on activities; (10) producing written materials to address public questions, that state the MBNMS position, responds to internal inquiries to NOAA and the National Marina Sanctuary Program, and corresponds with other agencies; (11) assisting the Superintendent with day-to-day operational demands of the Sanctuary such as general public outreach, preparing for public speaking engagements, preparing written documents and public comments, helping to develop internal office and public policy statement; (12) assisting the Superintendent with the flow of internal work to create time for the Superintendent to participate in public or community events, programs and meetings; (13) planning, directing and/or assisting in planning and directing special events, ceremonies, tours and press conferences; (14) tracking and processing informational requests and preparing material and packets; (15) working at Sanctuary booths or otherwise representing the Sanctuary during special events; (16) attending meetings on behalf of the Sanctuary Superintendent; (17) assisting the Superintendent with administrative issues that support the local offices and NMSP requests; (19) and performing other management support duties as assigned.

**To apply:** Request a preliminary application packet from our Human Resource Department. You may contact the Human Resources Dept. at (310) 756-1560. Submit to [resume@hpcemployment.org](mailto:resume@hpcemployment.org) or fax to (310) 756-1562.