



JOB ANNOUNCEMENT

PUBLIC EDUCATION VOLUNTEER PUBLIC EDUCATION PROGRAM SAN FRANCISCO PART-TIME POSITION

Here is an opportunity to gain office experience at the California Coastal Commission while supporting student interest in our coast and ocean. We are seeking a detail-oriented volunteer for our Public Education Program, assisting with the Coastal Art & Poetry Contest for K-12 students. The bulk of the work will take place between January 27, 2020 and April 10, 2020, in downtown San Francisco, conveniently located near the BART Embarcadero Station. This is an unpaid, part-time position with flexible hours, 8-16 hours per week.

Background: The Coastal Commission is a State agency charged with protecting coastal resources and managing coastal development in California. The Coastal Commission's Public Education Program works to increase public knowledge of coastal and marine resources and to engage the public in coastal protection and restoration activities. Visit our Public Education website at coastforyou.org to learn about all of our programs.

The Position: The Public Education Volunteer will assist with the annual California Coastal Art & Poetry Contest for K-12 students. Duties will include tasks such as opening and sorting the contest entries, scanning artwork and poetry, and mailing tasks. If interested, the intern may have the opportunity to take part in contest judging and other projects as appropriate.

Desired Skills and Abilities:

- Close attention to detail and ability to follow instructions;
- Well organized;
- Ability to work well independently;
- An interest in student artwork and poetry and a love of the California coast!

Contact:

For more information about the position: Annie Kohut Frankel, Grants and Education Coordinator, Public Education Program, at (415) 597-5888 or Annie.Frankel@coastal.ca.gov.

For more information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free 866-831-2540 or HumanResources@coastal.ca.gov. You can also find more information on www.jobs.ca.gov.

Applying for the Position: The position will be open until filled. We would like to fill the position as soon as possible so it is important to file your application immediately. Applications will be screened and only those most qualified will be interviewed. Submit a current resume and a cover letter to:

California Coastal Commission
Attn: Annie Kohut Frankel
45 Fremont Street, Suite 1900
San Francisco, CA 94105

You may also send your application via email to Annie.Frankel@coastal.ca.gov or via fax to (415) 904-5216.

FOR MORE INFORMATION ABOUT THE COASTAL COMMISSION AND WHAT WE DO, VISIT OUR WEBSITE AT: WWW.COASTAL.CA.GOV. IF YOU HAVE QUESTIONS ABOUT THE POSITION, YOU MAY E-MAIL US AT HUMANRESOURCES@COASTAL.CA.GOV OR CALL THE ABOVE NUMBERS.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Assistance for the Hearing Impaired can be accessed by dialing 711