



PADI AWARE Foundation® is a non-profit public charity that drives global ocean conservation through local action. PADI AWARE Foundation engages divers and people everywhere to take conservation actions that heal and protect the ocean planet both above and below the surface, further elevating and supporting PADI's vision to achieve balance between humanity and ocean. Backed by the power of the PADI® brand and supported by the world's largest global network of 6,600 dive centers and resorts and more than 128,000 professional members worldwide, PADI AWARE Foundation leverages the collective influence of divers and the dive industry to address key threats facing the marine environment including climate change, marine habitat loss and vulnerable species protection. PADI AWARE Foundation advances its mission and the PADI Blueprint for Ocean Action through underwater citizen science, public policy, education and community grants.

Our Foundation is currently seeking a full-time **Programs & Operations Coordinator** in Rancho Santa Margarita, California. Remote work will not be considered.

The Programs & Operations Coordinator provides the program coordination to both global and local programs and projects. Duties will include but are not limited to: acting as initial contact and liaison to supporters, donors and community members; program monitoring and evaluation; data collection and reporting; donor management; inventory tracking and handling of merchandise and any additional duties related to providing assistance in the general operations of the US Charity. The US Programs & Operations Coordinator will be responsible for running reports, record keeping, correspondence and reporting.

## **WHAT YOU WILL DO**

Provide coordination and support to PADI AWARE including:

### **General Operations & Basic Accounting Functions**

- Answer phones, general e-mail inquiries, manage mailings/shipments, assist with scheduling meetings, preparing agendas, taking meeting minutes, etc.
- In collaboration with the Global Operations Team and PADI AM Supply Chain, tracking inventory, shipping of program supplies and merchandise.
- Collaborate with virtual, cross-office, cross-functional teams to accomplish organizational objectives. Foster a culture of collaboration, connection, empowerment, authenticity and positive change - to build consensus and influence support for PADI AWARE initiatives throughout the organization.
- Support accounting functions, organize invoices and track payments.

### **Local PADI AWARE Programs & Projects in the AM Region**

- Support local PADI AWARE community events.

- Coordination of organizational / internal events and meetings.
- Responsible for providing information regarding PADI AWARE programs and initiatives to interested members of the community either by phone, e-mail or during local events.
- Assist with gathering documentation, organizing information, and preparing reports related to the charity's donors and grantees.

### **Program Monitoring & Evaluation**

- Assist with the maintenance of PADI AWARE's Citizen Science online database, including the approval of profiles and quality review process of online data submissions.
- Grant documentation processing and digital file updating, notes and general communications

### **Fundraising Support**

- Foster the recruitment and retention of community support for PADI AWARE's programs and initiatives across the region
- Support administrative and donor stewardship processes for fundraising programs including but not limited to donor letters, certificates, receipts, and invoices.
- Support administration functions with tracking and coding of all offline donations and donation acknowledgements to donors.
- Support the cultivation of new and existing donor relationships and partnerships with dive centers, peer to peer, major donors and foundations to expand and secure revenue streams.

### **WHAT YOU NEED TO BE SUCCESSFUL**

- High school diploma or GED, Associates degree (A.A.) preferred.
- Minimum two or more years related experience, preferably office experience in a support or administrative capacity.
- Certified diver.
- Bilingual, Spanish preferred.
- Excellent written skills, please submit a sample.
- Must have substantial digital experience, including social media
- Must have substantial computer with Microsoft Office programs, Google Docs/Sheets, Adobe & Internet
- Experience with any Project Management software and CRM databases a plus
- Ability to read, analyze and interpret business and professional documents
- Ability to write routine business correspondence
- Excellent customer service orientation and professional phone skills
- Strong administrative and organizational skills
- Ability to effectively present information in one-on-one and small group situations
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form
- Ability to deal with problems involving several concrete variables in standardized situations
- Works well with co-workers
- The ability to understand and follow work rules and procedures
- Ability to prioritize work and follow directions from supervisor
- Professional attitude and phone manner

**PADI AWARE** offers its employees a unique and meaningful work environment driven by a shared mission and purpose. With a robust benefit package and collegial culture, the Foundation values its team and their commitment to the Ocean Planet. Our benefits include, low cost health and welfare benefits, generous time off, 401k with employer match and paid parental leave.

If this role sounds interesting to you, please apply! We would love to get to know you. You can submit your resume at [jobs@padiaware.org](mailto:jobs@padiaware.org).

You can learn more about PADI AWARE, its history and its mission by going to <https://www.padi.com/aware>

Relocation is not available for this position.