Legal Affairs Coordinator Position

**Part-time Position:** Legal Affairs Coordinator  
**Application Deadline:** May 31, 2011  
**Start Date:** Flexible, but ideally June 6, 2011

**Charleston Waterkeeper:** Based in Charleston, SC, Charleston Waterkeeper is a leading advocate for clean water and strong communities throughout the Lowcountry. Founded in 2008, our mission is to protect the public’s right to clean water by defending Charleston’s waterways from pollution. Through the use of scientific monitoring, legal research, education, community outreach, and advocacy, we work to improve the quality of Charleston Harbor and adjacent waterways including the Ashley, Cooper, Stono, and Wando Rivers. As a proud member of the Waterkeeper Alliance, Charleston Waterkeeper joins nearly 200 other Waterkeeper programs from around the world in the fight for clean water and strong communities.

**POSITION OVERVIEW**

**Reporting Relationship:** This part-time position reports to the Waterkeeper/Executive Director and works collaboratively with other program staff, interns, and volunteers to further Charleston Waterkeeper’s mission to protect the public’s right to clean water.

**Responsibilities:**

1. Manage Charleston Waterkeeper’s *Industrial Polluter Review Program*, including NPDES permit research, commenting, and compliance evaluation;
2. Investigate pollution problems in the field and on the water by researching compliance issues, filing necessary FOIA requests, following up on citizen complaints, and assisting program staff in resulting enforcement actions;
3. Craft, execute, and manage advocacy, educational, and outreach campaigns associated with legal research and findings; cultivate relationships with non-governmental organizations, appropriate state and federal agencies, attorneys, community groups, and educational institutions; and present to clubs, classrooms, and other groups to further educate the community on the role of law in protecting the public’s right to clean water; and
4. Assist with general administrative tasks and other activities as assigned.

**Requirements:**

- Juris Doctor and relevant legal experience;
- A solid understanding of environmental laws and policy (especially those related to water);
- Ability to manage a program budget;
- Willingness to work in a fast-moving, dynamic environment where every day is different;
- A true problem solver (seriously, we want someone who can give MacGyver a run for his money);
- Drive, self-starter, and an ability to take initiative;
- Think and act outside the box;
Experience with public speaking and presentations;
An ability to professionally interact with authority; and
Excellent written and verbal communication skills.

Preferred Qualifications:

• Experience on the water;
• Previous experience within the nonprofit or startup sector;
• Ability to think diplomatically - with conflict resolution in mind;
• An ability to commit to the position for an extended period of time;
• Experience working with volunteers and managing others;
• Web and tech savvy; and
• Experience creating projects, programs, or campaigns for the purpose of outreach and education.

Compensation: $15,000 - $17,000 DOE, a flexible schedule, and a healthy office environment.

How to Apply: Email your cover letter and resume in pdf format only to jobs@charlestonwaterkeeper.org. We’ll be in touch from there.

We are driven by Einstein’s quote, “Imagination is more important than knowledge.” So, if you have another way for us to get a sense of your ability, let us know. For example, if you’ve got the ability to safely wrestle an alligator for the purpose of removing a plastic 6-pack holder from its mouth or can catch and safely release a fish using your teeth only, you should probably let us know...

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www.charlestonwaterkeeper.org