



Program Assistant Position

Santa Barbara Channelkeeper is hiring a full-time Program Assistant to join our team and work in our Santa Barbara, California office.

The Program Assistant will perform specific duties in support of Channelkeeper's community engagement, education, and development activities, in addition to fulfilling basic office administrative duties. The Program Assistant should be a dependable, motivated, and well-organized individual who is committed to the mission and work of Channelkeeper and is enthusiastic about collaborating with community members.

This position is a full-time, non-exempt position. The Program Assistant will report to Channelkeeper's Education and Community Outreach Director.

Organizational Background

Santa Barbara Channelkeeper protects and restores the Santa Barbara Channel and its watersheds through science-based advocacy, public education, community engagement, field work, and occasionally legal action. Channelkeeper is celebrating its 25th anniversary in 2026. Throughout its 25 years, Santa Barbara Channelkeeper has accomplished meaningful results to protect water quality and aquatic habitats between the Gaviota Coast to the Ventura River, and offshore to the Channel Islands.

Responsibilities

- Coordinate and support community engagement programs such as our Watershed Brigade (trash clean-ups) program and MPA Watch surveys.
- Coordinate clean-up logistics, such as volunteer registration, site and supply management, data collection, and post-event reporting.
- Manage interns for the Watershed Brigade program and lead volunteers at other community outreach events.
- Support environmental education programs through watershed field trips and classroom presentations.
- Support on-the-water educational trips and monitoring activities of the Santa Barbara Channel aboard the R/V Channelkeeper.
- Conduct community outreach at tabling events.
- Assist with fieldwork and data collection.
- Assist with grant reporting and developing outreach materials, eNewsletters, and other organizational communications.
- Assist development team activities, in particular donation record keeping and acknowledgement.

- Provide general administrative and operational support including record keeping, mail processing, ordering office supplies, etc.
- Perform other related duties as assigned.

Competencies

- Proficiency with Microsoft Office suite of products (Microsoft Word and Excel).
- Solid communication skills, both written and verbal.
- Ability to work with a diverse group of volunteers and engage throughout the community.
- High attention to detail and accuracy.
- Ability to multi-task, set priorities, and organize time.
- Effective, collaborative team member.
- Fluency in at least one non-English language is desired.

Additional Requirements

- Ability to occasionally work evenings and weekends for events, such as beach clean ups.
- Ability to provide support on Channelkeeper's 31-foot research vessel while at sea.
- Ability to swim (safety requirement)
- Ability to lift and carry up to 40 lbs.

Compensation and Benefits

We provide competitive compensation and generous benefits. The pay for the Program Assistant position is \$25.50 to 26.50 per hour. Channelkeeper offers medical, dental, and vision benefits, as well as a retirement matching contribution to a SIMPLE-IRA, annual leave, holiday, and sick leave. This position is based in Santa Barbara, California with an opportunity to work a hybrid schedule.

To apply: Send a resume and one page cover letter that details your interest and relevant experience as a single PDF attachment to careers@sbck.org. Include Program Assistant position in the subject line. Please do not use AI to help draft your cover letter; we are interested to learn how you think and write.

Santa Barbara Channelkeeper is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status and other categories protected by law in employment decisions.