



Sloop Scheduling Coordinator

Hudson River Sloop Clearwater is a member-supported, non-profit organization whose mission is to protect the Hudson River by inspiring lifelong stewardship of the river and its tributaries with innovative advocacy through education programs. The organization owns and operates a historic 106' Hudson River Sloop replica, recognized as America's Environmental Flagship. Continuing historic sloops' tradition as a vital link between communities, Clearwater carries a message of preservation and protection of our region's waterways to her passengers and those who see her iconic sails from the shore.

The Scheduling Coordinator will work with the sloop Captains, Program Director, and Administrative Sloop Liaison to develop Clearwater's sail program schedule, manage all aspects of booking the sloop's onboard education program, public sails, and vessel charters with the aim of fulfilling as many program requests and reaching as many Hudson River communities as possible. The Scheduling Coordinator is required to be "on-call" after-hours for sloop support mid-April through October.

The starting salary for this position is \$42,000-\$45,000 and includes the following benefits: 3 weeks vacation, 9 sick days, 4 personal days, 11 paid holidays, employer funded life insurance, partially funded health insurance. This is a hybrid in-person/remote position. Clearwater's main office is located at 724 Wolcott Avenue, Beacon, NY 12508 and the homeport is in Kingston, NY at the Hudson River Maritime Museum.

Responsibilities

Coordination with Passenger Groups

- Develops, collects, and processes program application materials to administer contracts and associated paperwork;
- Manages program invoicing, refunds/credits, and tracks payments;
- Maintains point of contact with passenger groups, including school groups, public sail passengers, and charter sail groups, throughout the scheduling process;

Vessel and Operational Logistics

- Develops and maintains Clearwater's sail program schedule with sloop Captains and the Program Director;
- Maintain relationships with dockmasters and relevant information about docks;
- Manage permits, insurance requests, and related requirements necessary to operate out of docks on the Hudson River and New York Harbor;

Departmental Administrative Support

- Incorporates public sails into public facing calendar and maintains sailing related information on website;

- Track and report sail program statistics as needed for grant reporting, board meetings, budgeting, and strategic planning;
- Other duties as assigned;

Desirable Experience and Qualifications

- Excellent customer service skills and a friendly attitude
- Familiarity with software (i.e. Wordpress, Avada, Canva, Adobe Suite, Constant Contact, PeekPro, DonorPerfect, Fareharbor, GiveSmart)
- Flexible, adaptive, and able to operate independently as challenges arise
- Attention to detail and demonstrated organizational skills
- Valid driver's license
- Cooperative team spirit
- Experience with nonprofits, environmental education, boats, and/or sailing, would be a bonus.

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. We reflect and take action to ensure that we do not perpetuate white supremacy. Clearwater respects LGBTQIA+ people; we use language and actions that are respectful of all gender identities and sexual orientations. Clearwater celebrates and welcomes members of any race, color, religion, national origin, sex, sexual orientation or identity, physical or mental ability or age to apply.

To apply, please email a cover letter and resume to hr@clearwater.org. Please include "Scheduling Coordinator" in the subject line.