

Vessel Logistics Manager – Job Description Hudson River Sloop Clearwater

Hudson River Sloop Clearwater, Inc., is a non-profit membership organization working through environmental education and activism for a cleaner Hudson and greater awareness of its natural, recreational, historic, and scenic resources. The organization owns and operates the 106' sloop *Clearwater* and offers education sails on the Hudson River, New York Harbor, and Long Island Sound.

The Vessel Logistics Manager works primarily in conjunction with Clearwater's Education Director and sloop Captains to manage all aspects of booking and scheduling the sloop's onboard education program, public sails, and vessel charters. The position is full time (Monday-Friday from 9am-5pm), based at Clearwater's main office at 724 Wolcott Avenue, Beacon, NY. The Vessel Logistics Manager is eligible for competitive medical, dental and vision plans.

The Vessel Logistics Manager's position periodically is required to be available after-hours for phone calls to assist with docking issues that may arise, cancellations due to weather or maintenance, and sloop support. Occasional nights and weekends will be required to attend events, which includes the Clearwater Festival in Croton Point Park every June, where the Vessel Logistics Manager will manage the 'Shore Support' area.

RESPONSIBILITIES

Coordination with Schools and Passenger Groups

The Vessel Logistics Manager is often the first point of contact for inquiries related to the sloop's activities. This person fields phone calls and emails from schools, organizations, and individuals interested in booking a program or sailing on the sloop and manages the booking and scheduling process.

- Oversees and administers sail program contracts and paperwork and maintain this information in our database;
- Develops, collects, and processes group sail application materials;
- Manages program invoicing and refunds/credits and tracks payments, in conjunction with the Financial Director;
- Manages insurance requests and related;
- Maintains communication with school, passengers, and charter groups in advance of their sails;
- Investigates new markets for sails and builds demand in traditionally low-demand zones and at low-demand times, in conjunction with the Education Director and staff.

Vessel Scheduling and Logistics

The Vessel Logistics Manager works with sloop Captains and the Education Director to develop and maintain Clearwater's sail program schedule, with the aim of fulfilling as many program requests and reaching as many people up and down the Hudson River as possible.

- Manages docking requests, permits, and insurance, required to operate out of different marina's and docks on the river;

- Maintains relationships with dock masters and investigates opportunities to dock at new locations on the river;
- Maintains up-to-date “Dock Book” with information about the condition of docks, availability of water and electrical service, and any special considerations when docking or loading passengers;
- Updates the sailing schedule as changes arise;
- Troubleshoots problems as they arise with the schedule, school coordination, and docks;
- Incorporates public sails into sail schedule and maintains public sail list on website;
- Manages vessel shore support and passenger booking at Clearwater’s Great Hudson River Revival festival;
- Coordinates with Education Director to develop end of year sail program reports and provides sail utilization statistics as needed for grant reporting, board reports, etc.

Sloop Support Services

- Manages sloop crew Coast Guard drug testing schedule and forms;
- Serves as primary communication link between sloop and the office;
- Researches potential partnerships between sloop and other organizations (i.e. farm CSA, crew professional development opportunities, in-kind donations).

Program Marketing and Communications

- Markets and promote education programs, public sails, and vessel charters through social media, monthly e-newsletters, printed publications and emailing software;
- Assists with developing digital printed marketing materials.

DESIRABLE EXPERIENCE AND QUALIFICATIONS

- Excellent customer service skills and a friendly attitude;
- Familiarity with database & other software (i.e. Constant Contact, Peek Pro, Donor Perfect, Social Media Platforms, Microsoft Office, Google Suite);
- Ability to be flexible, adaptive, and operate independently as challenges arise;
- Solid logistics experience;
- Attention to detail and demonstrated organizational abilities while multi-tasking;
- Valid driver’s license;
- Cooperative team spirit;
- Experience with nonprofits, boats and sailing, the Hudson River, environmental education organizations, communications and marketing will be a bonus.

Please send cover letter and resume to erin@clearwater.org. Priority applications before July 17.