



## Hudson River Sloop Clearwater

America's Environmental Flagship

### **Sales & Booking 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, recognized as America's Environmental Flagship. Continuing the tradition of historic sloops as vital links 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 Sales and Booking Coordinator will work with the sloop Captains, Education Director, and Administrative Sloop Liaison to develop and implement Clearwater's seasonal sailing schedule. This role will focus on cultivating relationships with passenger groups, schools, nonprofits, municipalities, and community organizations along the Hudson River, to maximize bookings for educational sails, public programs, and private charters. The successful candidate will be a proactive communicator and natural relationship-builder with an aptitude for logistics and a passion for community engagement.

The starting salary for this full time 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.

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### **Responsibilities**

#### Sales and Outreach

- Promote and sell onboard education sails and charters, proactively identifying and pursuing new prospects
- Seek creative ways to maximize Sloop programming and occupancy
- Maintain and expand relationships with returning schools, teachers, and group leaders to ensure consistent annual bookings
- Be responsive to charter requests and encourage repeat charter experiences
- Represent Clearwater at outreach events, tabling opportunities, and regional gatherings to generate interest in sailing programs

#### Passenger Group Coordination

- Manage incoming program inquiries and collect required booking information using FareHarbor
- Prepare and process payments, contracts, invoices, waivers, and related documents

- Maintain clear and professional communication with all program participants before, during, and after sail bookings
- Ensure excellent customer service through timely and responsive communication via email and phone
- Support dockside, winter, and onshore events

#### Vessel and Operational Logistics

- Collaborate with sloop Captains and Education Director to develop a feasible, mission-driven sail schedule
- Initiate and maintain relationships with dockmasters, marinas, and municipal contacts along the Hudson River
- Obtain permits, certificates of insurance, and any required authorizations for dock usage
- Track and anticipate logistical needs related to tides, weather, dock access, and vessel movements.

#### Marketing and Reporting

- Maintain the public sail calendar and coordinate with the Communications Director to update website and promotional content
- Compile sail income and participation data for internal reporting and grant purposes
- Track inquiries and sales performance over time and identify trends or gaps
- Support the development of print and digital outreach materials related to sailing programs.

#### Desirable Experience and Qualifications

- Strong interpersonal skills and friendly, persuasive communication style
- Proven track record in sales, booking, or customer service
- Highly organized and detail-oriented; able to manage many moving pieces at once
- Proficient with digital tools and skilled in tracking data with software reporting and spreadsheets; experience with FareHarbor or other booking software
- Ability to work independently and as part of a cross-functional team
- Valid driver's license required
- Experience with nonprofits, environmental education, or sailing is a strong plus

Clearwater acknowledges that the construct of race disproportionately affects Black, Indigenous, and People of Color. 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](mailto:hr@clearwater.org). Please include “Sales & Booking Coordinator” in the subject line.