

Research Coordinator

Position Description

Summary

[Sea & Shore Solutions, LLC](#) is an environmental consulting firm providing services and solutions for marine policy and coastal management. We are seeking a Research Coordinator to support contracted projects as a team member or lead and support general business functions. This is not an entry-level position.

This is a full-time, mostly remote position. The Research Coordinator will support contracted projects as either a *project lead* or *team member*, based on contract. As a project lead, the Coordinator will serve as the primary point of contact for clients, manage the project team, maintain ongoing and frequent communications with the client, track timelines, contribute to completion of the work products, shepherd internal and external review of deliverables, and deliver final products. As a team member, the Coordinator supports the project lead by contributing to work products, approach, internal quality control of deliverables, and frequent communications with the client as applicable. In particular, the Research Coordinator supports literature reviews, statistical analyses, and other science-based aspects of projects.

Who We Are

Sea & Shore Solutions enhances waterways and shorelines by supporting private and public entities in various topics and processes related to coastal management and marine policy. The owners have over a decade of experience with federal consistency, program enhancement, coastal policy, marine conservation, marine social science, marine debris, marine spatial planning, outreach & education, and project management. Our solutions exceed expectations by leveraging rigorous social science methods, emerging collaborative approaches, best practices for strategic planning, innovative technologies, and engaging communications materials. We approach each project with a dedication to innovation utilizing new processes and technologies to push the boundaries and improve coastal and marine environments in new ways. We are proudly a women-run small business and strive to embody a nature based business model and promote JEDI in all aspects of our operations.

Desired Team Member

A driven individual with an interest in coastal and ocean topics who wants to further your career through multi-client consulting. You are a confident verbal and written communicator with strong time management and project management skills. You are comfortable working for a small, fast-paced, rapidly-growing firm, and want to help Sea & Shore Solutions and our clients make an impact. You value professional development, networking opportunities, and trusting relationships. You are highly organized and enjoy doing nitty gritty research, including reviewing data, papers, and making connections. You are committed to supporting a nature-based business model and enhancing JEDI within Sea & Shore Solutions and across coastal communities generally.

Responsibilities

The Research Coordinator will support contracted projects as a team member or lead and support general business functions. Responsibilities include, but are not limited to:

- Meaningfully contribute to ongoing projects as a *team member* based on selected hire's current and desired skills
 - Contribute to work products through research, literature reviews and analysis, methods and framework development, and science-based assessments
 - Support frequent communications with the client
 - Outreach and coordination to content experts (agency staff, academics, researchers, etc.)
 - Deliver presentations and communications about the project
- Lead project teams, track project progress, and maintain project momentum, as *project lead*
 - Serve as the primary point of contact for clients
 - Manage the project team and adaptive approach
 - Maintain ongoing and frequent communications with the client
 - Track project timelines and efforts
 - Contribute to work products through research, literature reviews and analysis, and science-based assessments
 - Deliver presentations and communication about the project
 - Coordinate the delivery of final products and project close-out
- Support contract management and procurement
 - Identify contracting opportunities and elevate them to the executive team for consideration.
 - Develop high-quality proposals to applicable contracting opportunities.
 - Assist with contract tracking and reporting
- Maintain a high level of communication through designated channels to support robust organization and clarity around project management and ongoing company work streams



- Generate new connections and relationships through in-person and virtual events, presentations, and networking
- Expand content expertise through continued learning and discovery, and share discoveries with the team.
- Contribute to the “nature-based business model” (NBBM)
 - Participate in ongoing learning opportunities and the identification of new NBBM efforts
 - Engage in on-the-ground NBBM activities and other environmental service
- Additional duties as identified by executive team
- Shephard a positive attitude and work environment with team members and clients, cultivating gratitude, practicing self-compassion, and intentionally choosing optimism to navigate daily challenges.

Qualifications

Requirements

- Minimum of 2 years experience working in the field of coastal management, marine policy, or fisheries
- Master’s degree in marine resource management, public policy, ocean ecology, fisheries, or equivalent experience in these sectors
- Highly experienced in conducting and interpreting research, including robust literature reviews, related to ocean and coastal environments, resources, and uses
- Expertise in ocean and coastal ecosystems and/or coastal communities
- Experience leading diverse teams to accomplish a specific project or goal
- Proficiency in professional software: Google suite (e.g., Docs, Sheets, Slides, Mail)
- Highly organized, fast learner, deeply curious, able to quickly jump into a new project

Preferred Qualifications

- Experience working on coastal/ocean issues
- Knowledge and professional experience in coastal management practices, policies, and principles including but not limited to the federal Coastal Zone Management Act and understanding of state/territory coastal management programs.
- General knowledge and familiarity with coastal and marine issues, especially emerging topics such as offshore wind, marine protected areas, blue carbon, climate change, etc.
- Professional experience and proficiency coordinating projects, convening meetings, working with multidisciplinary experts, scientists, and agency staff
- Experience in GIS and Esri software
- Proficiency in professional software: Slack, Notion, ArcGIS Online, ArcGIS Pro, Canva



Compensation & Benefits

Compensation is competitively set at \$60,000.00/year with opportunity for bonuses and raises based on performance.

Benefits

- Unlimited vacation/PTO, with approval
- Work from home with periodic in-person meetings required. Approved work-related travel will be appropriately compensated.
- Health care, dental, vision, retirement benefits
- Annual professional development funds to use at your discretion, with approval

How to Apply

Please visit sea-shoresolutions.com/careers to apply. Applications are due on May 15, 2026 by 11:59PM PT. We are aiming to have this position filled as soon as possible.

Required Application Materials

Your application will be considered incomplete if you are missing any of these materials.

1. Resume or Curriculum Vitae
2. Cover Letter
3. Three recent work samples: Preferably coastal/ocean or environmental management related. Include at least 1 spreadsheet (CSV, Excel, etc.) that you have created through a research or data project to show your experience managing and organizing datasets. Redact any confidential information prior to sending.

Sea & Shore Solutions, LLC is an equal opportunity employer. People of color, women, members of the LGBTQ+ community, and other traditionally underrepresented communities are warmly encouraged to apply.

