



POSITION ANNOUNCEMENT:

**Part-Time Restoration Program Coordinator**

Living River Restoration Trust dba Coastal Virginia Conservancy (CVC), located in Southeastern Virginia, is a regional non-profit seeking an experienced, part-time Restoration Program Coordinator to lead CVC's Environmental Mitigation and Restoration Program. For more than 20 years, this program has completed highly successful projects within the Elizabeth River watershed including Paradise Creek (Phase 1), Lambert's Point, and Money Point. CVC works in both waterway restoration and land conservation. CVC's reach is growing, and the successful candidate will be an integral part of this rewarding journey.

WHO WE ARE

Coastal Virginia Conservancy, a 501(c)3 nonprofit organization, conserves land, restores water quality, and innovates solutions for public access to open space and waterways including the branches of the Elizabeth River. CVC is one of only a few organizations nationwide that operates as both a land trust and in mitigation/restoration. Notably, our conservation program has conserved over 1,200 acres to date. In response to sea level rise, CVC holds one of the first rolling conservation easements in the nation.

Since 2004, under contract with the US Army Corps of Engineers, CVC's Environmental Mitigation and Restoration Program operates primarily as an *In-Lieu Fee* program, providing third-party mitigation options to off-set unavoidable permitted impacts to shallow water tidal sediment in the Elizabeth River Watershed. In permanently cleaning up our waterways, CVC implements permit-funded restoration for necessary expansion of public and private infrastructure. By physically removing legacy contamination, we have restored over 26 acres to date---achieving remarkable improvements in native habitats and water quality.

For more information about CVC, visit [covaconserve.org](http://covaconserve.org).

POSITION TITLE: **Restoration Program Coordinator**, part-time at 10 – 20 hours/week for Environmental Mitigation and Restoration

POSTING DATE: February 9, 2026

Open Until Filled.

JOB FUNCTION: Coastal Virginia Conservancy (CVC - [www.covaconserve.org](http://www.covaconserve.org)), providing *In-Lieu Fee* permitted mitigation, restoration and land conservation, seeks a part time Restoration Program Coordinator to help design, manage and provide oversight for pioneering aquatic and riparian permit mitigation, restoration, and preservation projects in the waters of Hampton Roads.

**REQUIRED SKILLS & KNOWLEDGE:**

- Compatibility with a small, fast-paced non-profit with ambitious workload and limited resources.
- Ability to work both as a team member and independently and perform well under pressure.
- Possess the skills for technical and operational support of environmental mitigation projects and restoration initiatives.
- Ability to interpret and analyze data and to produce technical reports.
- Ability to manage mitigation and restoration construction activity.
- Adept at working within environmental regulatory rules and regulations.
- Experience working with USACE, and other regulatory agencies preferred.
- Competency in tidal systems, Hampton Roads ecosystems and waterways.
- Demonstrated organization and time management skills with the ability to coordinate multiple tasks and maintain attention to detail.
- Ability to establish and maintain effective working relationships, communicate technical issues to technical and non-technical audiences, CVC staff and Board, community partners, regulatory agencies, local and regional partners, including businesses, organizations and governmental entities.
- Demonstrated initiative, judgment, adaptability, courage, and problem solving to persevere with large challenges.
- Some tasks aligned with land conservation may be assigned.

**EXPERIENCE AND QUALIFICATIONS:** Experience in environmental restoration work with good written and verbal communication skills. A degree in environmental science, environmental engineering, or a related discipline, and work experience with marine and/or aquatic restoration projects is necessary. Knowledge of sediment restoration concepts and related regulations preferred. Experience with working with contracts and contractors preferred. Grant writing experience a plus. Compensation commensurate with experience.

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS:** This position involves both non-manual work and fieldwork in and around coastal and aquatic environments. To perform the essential functions of this role, the employee must be able to:

- Sit for extended periods of time at a computer.
- Work safely on and around the water for extended periods of time.
- Get in and out of small boats and watercraft.
- Maintain balance while standing or moving on uneven, wet, or unstable surfaces.
- Squat, bend, kneel, and reach as required for field activities.
- Lift, carry, and remove equipment and gear from the water and boats (up to 30 pounds).
- Wade in shallow to moderate water conditions.
- Perform tasks outdoors in varying weather conditions.

**HOW TO APPLY:** Applicants should submit a letter of interest outlining background in remediation, a summary portfolio of work, a C.V. or resume, including contact information to Executive Director Helen Kuhns at email address [info@covaconserve.org](mailto:info@covaconserve.org) or mail to Coastal Virginia Conservancy, Attn: Helen Kuhns, 5215 Colley Avenue, Suite 119, Norfolk, VA 23508. No calls or unsolicited office visits.

Coastal Virginia Conservancy is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected status.