



BOP Research Associate Technician Internship

Deadline to Apply: March 31, 2020

To apply: Applicants will need to submit a resume and cover letter via the link below, directed to the Assistant Director of Education and Outreach.

<https://app.smartsheet.com/b/form/8f0641b7493a4e87a23c1045066d9945>

Billion Oyster Project

The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives.

Our Vision

A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos

Restoration through Education

We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment we must teach young people to care for, monitor and restore their Harbor.

Education through Restoration

We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water's edge to experience the ecosystem first-hand.

Our Flagship School

The Urban Assembly New York Harbor School's mission is to provide a college-preparatory education built upon New York City's maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

This internship is open to recent High School graduates, College undergrads, and postgraduates. The start date is June 1st to August 15th, 2020. (There's the flexibility to start earlier and end later)

The Internship Site

Main location – 134 Carder Rd, Governors Island

Additional locations – New York Harbor

Responsibilities Include:

Interns will work with all of the following programs, in accordance with the needs of the business.

Additionally, interns are expected to complete an independent research project to present at the end of the season.

Billion Oyster Project Programs:

Education:

- Assist with preparation and execution of oyster research station (ORS) basic trainings, and symposium.
- Help provide support with field expeditions, ORS maintenance, data collection, curriculum research, and education outreach activities.
- Assist with field expeditions at ORS sites and STEM Hubs.

Restoration:

- Support Hatchery Manager with managing stock in the lab as well as on the eco-dock through daily assessment and action with the help of 4-8 high school interns.
- Assist with installations, monitorings, and research activities related to field stations, community reefs, and oyster nurseries in Brooklyn Bridge Park, Bush Terminal Park, Jamaica Bay, Great Kills Harbor, Lemon Creek, Coney Island Creek, Paerdegat Basin, Soundview Park, and upper New York Harbor.
- Help categorize documents, survey/research photos, and assist with mapping.

Public Engagement:

- Assist with the operation of the BOP public exhibit for visitors to Governors Island.
- Support volunteer activities including but not limited to building oyster structures, preparing recycled shells for seeding, sorting and counting oysters, conducting oyster monitoring protocols, and preparing materials prior to volunteer days.

Development (Fundraising), Communications and Administration:

- Assist the Development Team in facilitating major donor cultivation, managing and updating our Salesforce contact database, donor acknowledgment, and fundraising activities.
- Provide media relations support to the communications team, be a part of the photo team to add images to our archives
- Support team with data entry, field/office logistics, and other administrative duties.

Requirements Are:

- Self-motivated, highly-organized, upbeat, and flexible
- Ability to work independently and in collaboration with all teams.
- Ability to work closely with volunteers and the public in a professional manner
- Positive work ethic
- Strong verbal and written communication skills
- Strong time management skills
- Experience teaching or providing informal instruction to children and/or adults preferred
- Strong public speaking skills
- Proficiency in MS Office Suite and/or Google Suite
- Ability to work some weekends and evening hours
- Some duties may require moving equipment weighing up to 50 pounds
- Frequently outdoors: some work will take place on boats, wading in the water, and on-shore in various weather conditions.

**Any person working in the New York City DOE buildings, working with NYC DOE students or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees (either working for NYC DOE or for a Vendor) must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency's PETS (Personnel Eligibility Tracking System) roster.*

The Ideal Candidate:

- Familiar with, marine science, environmental studies, and/or the maritime industry
- Be able to communicate with the public about Billion Oyster Project programs and policies.
- Enjoys working with students, volunteers, and marine life
- Be able to perform office and administrative tasks
- Work weekends on a rotating schedule
- Enjoys working in and/or around the water and being outdoors for an extended time.
- Flexible to change
- Ability to travel with the crew on small vessels

SALARY: \$16/hour

**Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. The Billion Oyster Project believes that diversity and inclusion among our teammates is critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.*