Billion Oyster Project

The Billion Oyster Project (BOP) 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.

Job Summary

The Education Outreach Coordinator acts as the link between Billion Oyster Project and the people it aims to engage. The coordinator will help promote and improve ongoing outreach programs and identify and develop new outreach opportunities.

Essential Functions

Responsibilities include, but are not limited to:

- Recruit NYC schools, administrators, teachers, and community organizations
- Develop and cultivate relationships with education program participants
- Regularly communicate news and updates with education program participants
• Perform program data tracking, evaluation and reporting of all participant engagement in Education Department events
• Manage outreach calendar, Eventbrite, and spreadsheets of all education and outreach efforts
• Serve as primary contact for teachers and manage incoming info@ emails
• Represent BOP at tabling events and other internal and external outreach events
• Create and provide tours and Day of Service programs for student groups
• Develop and provide in person presentations and outreach activities for schools, community organizations, and partners to build awareness and engagement.
• Collaborate with Communications Manager to produce education material for BOP newsletters
• Collaborate with Education Team members to create and publish educational materials
• Assist with developing outreach program materials
• Work on relevant sections of the BOP digital platform
• Research BOP influence on middle school students choosing Harbor School and identify ways to increase interest in marine industry jobs and study
• Manage recruitment for the BOP Annual Research Symposium, Field Season Kickoff and OysterFest
• Support other events & initiatives, including professional learning events, Oyster Research Station installations and teacher/student field expeditions
• Continue to develop recruitment strategy and recruitment protocols based on what BOP currently has in place.
• Some duties may require moving equipment weighing up to 50 pounds
• Travel to distant locations in New York City using all forms of transportation
• Some weekend work is required

Skills & Qualifications
• Strong written and verbal communication skills
• Sound judgment, strong interpersonal skills and professionalism
• Patience, enthusiasm and a positive attitude
• Ability to handle and prioritize multiple tasks while maintaining attention to detail
• Demonstrated commitment to public interest work
• Demonstrated interest in environmental education
• Knowledgeable about New York Harbor
• Must be able to drive
• Ability to work in all types of weather
• Willingness to work and train on boats
• Proficiency in Microsoft Office, Google suite, Adobe programs
• CPR/First Aid AED certified is a plus

Education & Experience
• BA Degree or 4 years equivalent work experience
• Experience teaching students of all levels
Billion Oyster Project offers

- Benefits package includes group health plan and 401k
- 38 days paid time off including official holidays
- Salary is commensurate with experience. Salary range is $45K - $50K

*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.

**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. 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.