Field Station Coordinator Job Description

**Deadline to Apply:** July 15, 2021  
**Intended Start Date:** August 9, 2021  
**To apply:** Applicants will need to submit a resume and cover letter via the link below:  
https://app.smartsheet.com/b/form/e2241ea47c664be0bd3271718420c04f

The Billion Oyster Project Field Station Coordinator: is an energetic, hands-on individual who genuinely embraces a fast-paced environment with the ability to be flexible and engaging. The position requires an enthusiastic person with a healthy mix of hard and soft skills to cultivate, communicate, and deliver public programming at Billion Oyster Project Field Stations.

**What you’ll do:**

The Billion Oyster Project Field Station Coordinator will lead and coordinate all community engagement programming, both in-person and virtually, that takes place at the following locations: Brooklyn Bridge Park, Coney Island Creek, Canarsie, Far Rockaway, Harlem, and Bronx Point.

The coordinator will also assist at other field station locations when needed. The Field Station Coordinator will manage the following field station activities: oyster data collection, species identification, water quality monitoring, seining, shoreline storytelling, minnow traps, nature walks, as well as have the opportunity to create new programming activities.

The Field Station Coordinator reports directly to the Field Station Program Manager and is a part of the Community Engagement Department.

**Core responsibilities**

- Coordinate with the Field Station Program Manager for long-term goals of field stations.
- Work closely with the Community Engagement team.
- Coordinate with the Restoration Department on reef installations.
- Develop a field station work plan.
- Host stakeholder meetings in the surrounding field station communities.
- Assist with pre-installation activities (e.g. spat counts, gear inventory, planning, etc).
- Manage, build, and cultivate relations with local schools, organizations, and partners at various locations around New York City.
- Deliver educational programming to students and community groups at field stations.
- Plan out the field season schedule for the year.
- Arrange transportation of gear and tools needed for field days.
- Manage a system for groups to sign up for field days.
- Host field days at various field stations sites.
- Track program deliverables and metrics.
- Assist with oyster research stations.
- Participate in community outreach events (e.g. community board meetings, virtual/in-person events) may require some weekends.
You must have

- Strong public speaking, and customer service skills.
- Comfortable working outdoors in a variety of conditions.
- Comfortable working at the shoreline and on boats.
- Comfortable working with students of all ages and marine animals.
- Excellent organizational skill set including written and oral communication, time management, and ability to prioritize.
- Willingness to learn and work independently when needed.
- Strong work ethic, professional attitude, and flexibility.
- Proficiency in Microsoft office, Zoom, and Google Suite.
- Ability to drive or obtain your driver's license upon hiring.

Education & Experience

- Bachelor's degree or 2-3 years of work experience in an environmental or educational field.
- At least 1 year of experience working with students and/or the public.

You'll be a good fit if you

- Appreciate working outdoors.
- Being in and around the water.
- Easily able to engage and work with the public.
- Greatly understand the importance of communicating clearly and adhering to schedules.

Salary, Benefits and Perks

Field Station Coordinator's starting salary will range from $45K to $50K.

This is a full-time, year-round position at the New York Harbor Foundation d/b/a Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:

- A generous vacation and PTO policy
- Health, dental, vision and life insurance
- 401K plan
- An inspiring working environment on Governors Island in New York Harbor.
- FSA plan
- Pre-tax commuter program
- Citi Bike discount
Who we are and the work we do

About
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. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

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.

Additional Information

Equal Employment Opportunity
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. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Employment Authorization
Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of an Employment Visa at this time.

Work Location
Employees of Billion Oyster Project must reside within the tristate area and be able to commute daily to Governors Island unless otherwise noted in the job description.
Fingerprinting
Any person working in the NYC 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 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 Personnel Eligibility Tracking System roster.