Research Associate Technician Internship

Deadline to Apply: March 31, 2022

Submit your resume and cover letter to: https://app.smartsheet.com/b/form/ef200eab9c124ce1af07465d0aef99dd

Salary: $17/hour

Internship Start/End Dates: May 15, 2022 - August 15, 2022 (flexibility to start earlier and/or end later); Internship is based on a 35-hour max work week. To apply: Applicants (including high school graduates, college undergrads, and postgraduates) will need to submit a resume and cover letter via the below link, addressed to the Director of Community Engagement.

Billion Oyster Project

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.

What You’ll Do:
The Research Associate Technician will provide support to all the departments of Billion Oyster Project on a rotating basis, giving you the opportunity to experience all the facets of an environmental/educational non-profit. The Research Associate Technician will also be responsible for producing a research project and presenting said project to Billion Oyster Project staff at the end of the season. As a Research Associate Technician intern, you will be fully integrated into the organization, attending and reporting out at staff-wide meetings and functions. All Research Associate Technicians will report directly to the Director of Community Engagement.
**The Internship Site:**
- Main location – 134 Carder Rd, Governors Island
- Additional locations – Field Stations across 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:**

**Community Engagement:**
- Staff the Billion Oyster Project Public Exhibit house and lead public programming events
- Assist with field events across field stations throughout NYC
- Assist with oyster research station (ORS) maintenance, installations, and data collection as needed
- Support volunteer activities including but not limited to building oyster structures, preparing recycled shells for setting, counting oysters, collecting data, and preparing materials prior to volunteer days
- Represent Billion Oyster Project at public outreach events

**Education:**
- Assist with preparation and execution of the Billion Oyster Project Symposium and Scy-posium
- Support Education Outreach Coordinator in providing students with educational field expeditions, tours and classroom visits
- Support Teaching & Curriculum Specialists with curriculum research, editing and publication
- Support education staff with preparation and execution of professional development events for teachers
- Assist with data collection and data organization

**Restoration:**
- Support the Hatchery Manager with managing oysters and algae in the hatchery and with a setting experiment
- Support the Hatchery Manager with managing the oyster nursery on the eco dock
- Support the Marine Habitat Resource Specialist and the Restoration Field Coordinator with oyster installations, monitorings, data collection and organization, and research activities across sites
- Support the Marine Habitat Resource Specialist and the Restoration Field Coordinator with deploying bags full of blank shells to monitor for wild oyster recruitment
- Support the Remote Setting Manager with setting oyster larvae for large-scale projects at our remote setting facility located in Red Hook Terminals (Red Hook, Brooklyn)
- Support the Restoration Project Engineer and Fabrication Coordinator with fabricating oyster structures and processing and cleaning shell for project deployments this summer (collaborative work with the Community Engagement Department)

**Communications:**
- Capturing photos/videos of Billion Oyster Project operations (Harbor School hatchery, oyster reef installations, volunteering, the shell pile on Governors Island, etc.)
- Drafting social media messaging or blog posts
- Digitally organizing images
- Communications research
Finance Operations and Waterfront:
● Assist with data management and file organization
● Assist with waterfront (boats) maintenance and data management
● Assist in Asset Inventory (IT Computers, Office Equipment, Software, etc)
● Manage day to day operations requirements (Golf Cart maintenance, etc)

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
● 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
● Some work will take place on boats, wading in the water, and on-shore in various weather conditions

The Ideal Candidate:
● Familiar with, marine science, environmental studies, and/or the maritime industry
● Ability to communicate with the public about Billion Oyster Project programs and policies
● Enjoys working with students, volunteers, and marine life
● Ability 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 schedule changes
● Ability to travel with the crew on small vessels

*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 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.

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.