Public Volunteer Coordinator Job Description

Deadline to Apply: March 25, 2022
Intended Start Date: April 15, 2022
Submit your resume and cover letter to: https://app.smartsheet.com/b/form/c33675856cdf4156beb31d2337045483

The Billion Oyster Project Public Volunteer Coordinator is a high-performing project coordinator who genuinely enjoys working in a fast-paced environment and is an enthusiastic problem-solver. This position is vital to the success of Billion Oyster Project’s outreach to the public. The successful candidate will join the public volunteer team and assist in the coordination and execution of public volunteer events. The public volunteer coordinator will work in tandem with the Lead volunteer coordinator on Governors Island and across Billion Oyster Project’s field stations. This position requires the ability to work weekends.

Enthusiasm for the work of educating and engaging volunteers of all ages and abilities about the restoration of their natural environment is an expectation for this position. The Public Volunteer Coordinator must be comfortable working with various Billion Oyster Project stakeholders, enhancing these relationships, and delivering complex multi-step projects. Strong communication, time management, and organizational skills are critical for this position.

What you’ll do:
The Billion Oyster Project Public Volunteer Coordinator will engage the public in leading hands-on restoration and educational opportunities for various types of volunteer groups including but not limited to: individuals from the public, community scientists, school groups, and corporate groups. The Volunteer Coordinator will ensure that materials and activities are prepared for groups ahead of time so that the events run as smoothly as possible. Following events, the Volunteer Coordinator will also organize and compile participant data for metrics tracking. During the Field Season (March - November) the Volunteer Coordinator will be in-person leading activities and events that will mostly take place on Governors Island but may also take place at some of our Field Stations.

Additionally, the Public Volunteer Coordinator will work closely with the Director of Community Engagement on the public exhibit space on Governors Island.

The Public Volunteer Coordinator reports directly to the Director of Community Engagement and is a part of the Community Engagement Department.

Core responsibilities:
- Collaborate on tasks with the Volunteer and Fabrication team.
- Schedule, staff, and coordinate public volunteer days on Governors Island
- Coordinate public volunteer days at field stations for the Field Station Program Manager.
- Lead volunteer activities that engage and inform the public about Billion Oyster Project’s mission, and support the programming needs of all departments.
- Create volunteer activities that are widely accessible to participants of all ages and abilities.
- Cultivate volunteer relationships and build a sense of community.
- Track, input, and report on volunteer metrics in salesforce and google docs.
- Collaborate with the fabrication team to manage, maintain, and organize volunteer supplies.
● Assist with carrying out grant deliverables and reports.
● Assist with the Public Exhibit house on Governors Island.
● Assist Public Outreach Program with tabling events.

You must have

● A Bachelor’s degree or 2-3 years of work experience in event coordination and public engagement.
● Ability to work weekends
● Experience working effectively with people of various backgrounds and ages
● Ability to take initiative, manage several projects at once and multitask
● Flexibility and adaptability; excellent problem-solving skills
● Exceptional communication and public speaking skills; comfort with speaking in front of a crowd
● Proficiency with Google Suite (docs, sheets, slides, etc.) is required; experience with Mailchimp, Flickr, and Salesforce is a plus
● Strong organizational skills with attention to detail
● Comfortable with and enjoy working outdoors
● Punctual for Volunteer day itineraries
● Ability to navigate 40 lbs

You’ll be a good fit if you:

● Appreciate working outdoors.
● Enjoy being in and around the water.
● Are easily able to engage and work with the public, and have good customer service skills.
● Understand the importance of communicating clearly and adhering to schedules.
● Interest or background in environmental education a plus

Salary, Benefits, and Perks

Public Volunteer Coordinator’s starting salary will range from $45,000 to $50,000.

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

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 tri-state area and be able to commute daily to Governors Island unless otherwise noted in the job description.

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.

Health and Safety
NYC requires that anyone working in a DOE building be fully vaccinated against Covid-19. Billion Oyster Project is located in an NYC Department of Education (DOE) Building on Governors Island and requires all employees and contractors must be fully vaccinated and show proof of their vaccine status prior to their start date. Additionally, all employees and contractors of Billion Oyster Project are required to follow our COVID-19 protocols to control the spread of COVID-19 and to ensure the health, safety, and welfare of our employees, partners, and program participants.

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.