Community Science Program Manager Job Description

Deadline to Apply: March 31, 2022
Intended Start Date: May 2, 2022
Submit your resume and cover letter to: https://app.smartsheet.com/b/form/b511bdb8db5443f4860a036e705cb232

The Billion Oyster Project Community Science Program Manager will lead the Community Science Program in the recruitment, training, and organization of community volunteers to participate in research and related projects that will empower communities, support stewardship, and advance harbor advocacy relevant to the mission of Billion Oyster Project. The Community Science Program Manager is a passionate and detail-oriented professional with a strong interest in local environmental issues, science, and community organizing. This individual genuinely embraces working with the public and sees collecting reliable data as key to effecting positive change. This position requires an enthusiastic person with a healthy mix of hard and soft skills to cultivate, communicate, and deliver public programming.

What you’ll do:
The Billion Oyster Project Community Science Program Manager will oversee our Water Quality Testing Program, based in Williamsburg Brooklyn, and help coordinate data from both our Wild Oyster Survey Program and our Oyster Research Station (ORS) program. The Community Science Program Manager will work closely with public volunteers (community scientists), to collect, aggregate, and communicate the data related to those programs. The Community Science Program Manager will engage with students, community partners, and the general public at community science-related events and presentations.

The Community Science Program Manager is a team player who takes initiative and ownership over tasks and welcomes collaboration. This position requires excellent project management, communication, and interpersonal skills.

The Community Science Program Manager reports directly to the Director of Community Engagement and is a part of the Community Engagement Department.

Core Responsibilities:

- Train public volunteers in the collection of water quality and wild oyster survey monitoring techniques and protocols and coordinate the collection of data. Establish a quality assurance plan (QAPP) for water quality testing
- Manage associated community science program staff and supervise lab assistants and interns.
- Oversee the operation of our water quality laboratory.
- Maintain and upgrade laboratory and field science equipment.
- Collaborate with the Marine Habitat Resource Specialist to process water quality data and wild oyster data and communicate results.
- Aggregate oyster research station data and assist in communicating results.
- Develop project evaluations for reporting the impact and effectiveness of the Community Science Program.
- Cultivate partnerships with scientists, academic institutions, and other stakeholders.
- Collaborate with the Engagement Manager on oyster research station data collection.
- Collaborate with the Communications Department on the dissemination of data.
- Oversee programming, with assistance from the lab associate, at the Williamsburg Field Station for teachers and students
Work with the Education Department to support student research projects in preparation for the annual Billion Oyster Project Symposium.

Lead in the development and implementation of the Scyposium an event for community scientists to present their research findings.

Respond to participant inquiries regarding water quality, wild oyster surveys, and ORS data; which may include giving presentations and mentoring students.

Manage and track related budgets and grant reports.

Perform other related duties as assigned.

You must have

- A Bachelor's degree preferably in marine science, environmental education, or a related field.
- 3-5 years of experience in planning, organizing, and coordinating citizen science, environmental outreach, or community organizing programs.
- At least 2 years of experience working with students and/or the public.
- Project management experience
- Experience with data analysis and management
- Proficiency in laboratory and fieldwork
- Strong public speaking and customer service skills
- Comfortable working with the media
- Comfortable working outdoors in a variety of conditions
- Comfortable working at the shoreline and on boats
- Comfortable working with students of all ages and with marine animals
- Comfortable with traveling to various sites around New York City.
- 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 hire
- Flexibility (the position may require some weekends)
- Ability to navigate 40 lbs

Desired qualifications:

- Masters degree in marine science, environmental education, or a related field.
- Community organizing experience
- Familiarity with ArcGIS or similar software
- Ability to operate a small vessel

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.

Salary, Benefits, and Perks

Community Science Program Manager’s starting salary will range from $65,000 to $75,000.

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

- FSA plan
- Pre-tax commuter program
- Citi Bike discount
An inspiring working environment on Governors Island in New York Harbor.

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.