**Education Outreach Coordinator**

**Deadline to Apply:** November 20, 2022  
**Intended Start Date:** December 20, 2022 to January 1, 2023

**To apply:** Applicants will need to submit a resume and cover letter via the link below:  
https://app.smartsheet.com/b/form/d31883f34f584235abbedf94d721773b

The Billion Oyster Project's Education Outreach Coordinator is a high-performing staff member who genuinely enjoys working in a fast-paced environment and is an out-going, people person. The Education Coordinator will be the face of Billion Oyster Project for student groups around the city providing both in-person and virtual opportunities for students to immerse themselves in the work of Billion Oyster Project. The Education Outreach Coordinator will work with the Education Outreach Manager to plan and execute direct student service opportunities, which require great attention to detail and organization, as well as clear and transparent communication. The Education Outreach Coordinator will additionally collaborate with staff at Billion Oyster Project, New York Harbor School, funders, and external partners.

The ideal candidate is a team player who is reliable, engaged, and flexible; someone who embraces collaboration, holds themselves accountable, takes initiative and ownership over tasks, and is a critical thinker who can make informed decisions. The Education Outreach Coordinator must effectively work with outside educators and teachers to engage groups of students and other young people in educational activities related to BOP's mission.

**What You’ll Do**

The Education Outreach Coordinator is responsible for carrying out direct student services with student and youth groups from around the five boroughs. We prioritize working with Title I public schools. Direct student service includes giving tours on Governors Island, leading field experiences at our Field Stations and other waterfront locations, conducting Oyster Research Station (ORS) monitorings, and providing days of service for student groups from around the city. The Education Outreach Coordinator position is a teaching-intensive, deliverables-based role and requires excellent communication and interpersonal skills.

As a member of the Education Team, the Education Outreach Coordinator will collaborate not only with educators and students, but also at times with community groups, restoration practitioners and funders to build towards the mission of Billion Oyster Project - to restore oysters to New York Harbor through public education initiatives. This mission includes restoring 1 billion oysters to New York Harbor by 2035 through the education and engagement of 1 million people.

The Education Outreach Coordinator reports to the Education Outreach Manager.

**Core Responsibilities**

- Lead field, in-class and virtual educational programs for student and youth groups from all five boroughs
- Collaborate with teachers and educators from visiting schools to plan students/youth programming with a focus on programming that is jointly delivered by teachers and BOP staff
- Perform program data tracking, evaluation and reporting of direct student services

**The Education Outreach Coordinator's responsibilities include but are not limited to the following:**

- Lead tours of BOP and New York Harbor School for 7th and 8th grade classes to increase Harbor School student applications
- Collaborate with Education and Community Engagement team members to develop, create and publish educational program materials
● Provide in-person and virtual support for other education, restoration and community engagement events
● Develop and provide in-person and virtual presentations and outreach activities for community organizations and other partners
● Collaborate with Education and Communications staff to produce materials for BOP newsletters, website and other publications
● Procure, manage and maintain supplies and equipment required for educational programming
● Collaborate with other BOP staff to develop and track budgets for relevant educational programs
● Work on relevant sections of the BOP’s online and digital content
● Contribute to funding proposals when appropriate

You Must Have
● Bachelor’s Degree in education, environmental science, policy or a related field
● 2+ years of proven successful teaching experience
● Ability to work collaboratively between various teams/departments and on multiple projects
● Excellent writing, verbal communication, and interpersonal skills
● Strong time management, prioritization and organizational skills
● Ability to work proactively and independently, knowing when to escalate an issue
● Patience, enthusiasm and a positive attitude
● Ability to work in all types of weather
● Ability to take ownership of deliverables

Desired qualifications:
● Knowledgeable about New York Harbor
● Licensed to drive
● Ability to work in all types of weather
● Willingness to work and train on boats
● CPR/First Aid AED certified

You'll be a good fit if you:
● Have a positive, get-it-done work style
● Are a team player
● Are self-motivated, adaptable, and willing to learn new things
● Demonstrate commitment to environmental education and justice

Salary, Benefits, and Perks
The starting salary for the Education Outreach Coordinator will range from $45,000-$55,000.

This is a full-time, year-round position at the Billion Oyster Project, a 501(c)3 nonprofit organization. The benefits include:

| ● A generous vacation and PTO policy                  | ● FSA plan |
| ● Health, dental, vision, and life insurance         | ● Pre-tax commuter program |
| ● 401K plan                                          | ● Citi Bike discount |

● An inspiring working environment on Governors Island in New York Harbor
Who we are and the work we do

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 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. unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.