Community Stewardship Coordinator Job Description
Deadline to Apply: April 30, 2023
Intended Start Date: June 15 - July 1, 2023
To apply: Applicants will need to submit a resume and cover letter via the link below:
https://app.smartsheet.com/b/form/36357943f894498c971cbb0ff2a9d460

The Billion Oyster Project Community Stewardship 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 community science team and lead in the coordination and delivery of the oyster research station program. An Oyster Research Station (ORS) is an in-situ experimental laboratory attached to a dock, bulkhead, or floating buoy by a marine poly line. The ORS is a simple mesh cage fabricated in-house at Billion Oyster Project that will house approximately 300 live oysters for scientific monitoring.

Enthusiasm for the work of educating and engaging participants of all ages and abilities about the restoration of their natural environment is an expectation for this position. As a Community Stewardship Coordinator, you will be responsible for building and maintaining relationships with community members, stakeholders, and partners to advance our organization's mission. You will be responsible for identifying and implementing strategies to engage community members in the stewardship of Oyster Research Stations. Strong communication, time management, organizational, and customer service skills are critical for this position.

What you'll do:
The Billion Oyster Project Community Stewardship Coordinator will engage, and lead community scientists and educators in the training, maintenance and monitoring of their Oyster Research Stations (ORS). The Community Stewardship Coordinator will be responsible for all aspects related to the success of the Oyster Research Station program including permitting, stakeholder cultivation, training, field events and data collection. You are responsible for providing and updating metrics in a timely manner, in addition to assisting in the completion of grant related deliverables and reports.

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

Core responsibilities:

- Acts as the main point of contact for Oyster Research Stations (ORS) inquiries. Cultivate and retain participant relationships through consistent communication, as well as renew annual ORS agreements with each steward
- Deliver, maintain, and install Oyster Research Stations at waterfront sites. Research and reconnaissance of new ORS sites to onboard, including communicating with local stakeholders, land owners, parks department etc.
- Procure, pack, track, and maintain ORS materials and research supplies
- Prepare and deliver training materials, supporting documents and ORS training for educators and community scientists, community-based organization members on a bi-monthly basis.
- Assign ORS sites to trained stewards in a timely manner
- Accurately maintain all ORS databases of stewards, sites, and permits
● Oversee participant's ORS data collection submissions to ensure accurate and reliable data is obtained for analysis and compile all ORS data in a timely manner for analysis by the Community Science Program Manager. Ensure that all Oyster Research Station sites have monthly data collection and/or Rapid Visual Assessments conducted by stewards, ORS Ambassadors, or Billion Oyster Project staff ● Report on all qualitative and quantitative aspects of the ORS program

● Collaborate with the Education Department in the recruitment and training of community scientists and educators for the ORS program

● Partner with the Volunteer Program team on the training, cultivating, and staffing of ORS Ambassadors to assist in the maintenance and data collection of ORSs

● Collaborate with the Fabrication team on the construction of ORSs and ensure quality control and with the Oyster Production team to schedule production of oysters that are appropriately-sized for distribution to participants

● Engage with the Communications team to promote trainings, develop documents and other ORS-related events

● Coordinate with the Research Associate Technicians throughout the summer to make sure ORS cages are prepared for the upcoming school year

● Collaborate with the external Digital Platform team to develop and maintain an ORS database of stewards and data

● Maintain and submit NYS DEC: License to Collect and Possess Permit, NYC Parks Billion Oyster Project ORS Research Permit, and associated reports on an annual basis

● Coordinate New York Harbor School summer Street Team interns to monitor and maintain ORS cages around NYC

● Participate in external events including the annual Billion Oyster Project Student Symposium, Scymposium, City of Water Day, and Submerge Festival

● Additional duties as assigned by the Community Science Program Manager and the Director of Community Engagement

You must have

● A Bachelor's degree plus 2 years of work experience or a high school equivalent plus 4-6 years of work experience in program coordination

● Strong organizational skills with attention to detail

● Strong customer service skills

● Experience working effectively with people of various backgrounds and ages

● Flexibility and willingness to adapt; excellent problem solving skills

● Proficiency with tracking data and data management

● Proficiency with Google Suite (docs, sheets, slides, etc.) is required

● Comfortable and enjoys working outdoors in a variety of weather, mainly on or near the water

● Ability to maneuver 50lbs and work with tools and equipment

● Ability to travel to distant locations in NYC using all forms of transportation

● Driver's License

● Willingness to drive (or learn to drive) boats
You'll be a good fit if you:

- Appreciate working outdoors
- Enjoy being in and around the water
- Enjoy public speaking
- Are easily able to engage and work with the public
- Understand the importance of communicating clearly and adhering to schedules
- Interest or background in environmental education a plus
- Ability to speak and/or write in a foreign language fluently is a plus
- Experience driving and parking in NYC
- Experience with Smartsheets

Salary, Benefits, and Perks

Community Stewardship 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
- 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

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.