Job Description: Corporate Volunteer Coordinator, Seasonal

Deadline to Apply: May 13, 2023
Intended Start Date: May 25, 2023
Application Link: https://app.smartsheet.com/b/form/6103019dc53648ac8d4a7f511e861bde

The Billion Oyster Project Corporate Volunteer Coordinator is a high-performing project coordinator who genuinely enjoys working in a fast-paced environment and is an enthusiastic problem-solver. The Corporate Volunteer Coordinator will lead the execution of public and corporate volunteer events, while assisting with other projects related to corporate partner engagement. This position will report to the Corporate & Volunteer Program Manager and will be an important member of the Billion Oyster Project team.

The ideal candidate for this position is a team player who is reliable, outgoing and comfortable with public speaking, with excellent organizational skills and the ability to effectively manage multiple projects at once.

What You’ll Do

Billion Oyster Project engages a diverse portfolio of public volunteers and corporate partners in our mission to restore oyster reefs through public education initiatives, by planning fun and fulfilling corporate volunteer events. The Coordinator position provides an excellent opportunity to gain experience in program coordination, event planning and execution, prospect research, communications, relationship management and administration. Additionally, you will be a part of a small, fun, hardworking, mission-focused team and get to work outdoors!

As a member of the Billion Oyster Project Development Team, the Seasonal Corporate Volunteer Coordinator will collaborate with public and corporate partners and engage volunteers to build towards the mission of Billion Oyster Project – to restore oyster reefs 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 in 10 New Yorkers.

Here’s what you’ll do as part of our team:
• Serve as the on-site lead for public/corporate volunteer events, including welcoming the group, assisting with ferry boarding and check-in, leading group on a tour of Billion Oyster Project’s history and mission, explaining volunteer project tasks, overseeing group catering and eating with participants, and troubleshooting issues that arise during event
• Collaborate closely with Community Engagement and Restoration teams to understand volunteer needs and determine corporate volunteer projects; attend weekly volunteer program meetings to plot and discuss projects for each week
• Lead additional events and tours in the field to engage a robust network of corporate partners • Assist with acquiring and transporting necessary materials for project work • Work with Corporate Volunteer Specialist and Volunteer Program Manager to communicate with our volunteer base about calls to action and grassroots advocacy campaigns
• Organize internal volunteer support for the Billion Oyster Party fundraiser
• Other projects, as assigned
**Required Qualifications:**
The successful candidate will have an interest in nonprofit fundraising and volunteerism, as well as a genuine concern and passion for environmental restoration and education. Other requirements include the ability to work independently, flexibility to adapt quickly in a changing environment, and the ability to represent the organization in front of a variety of high-level business partners. Must also be able to work well in a team and treat others with respect and professional courtesy.

- Experience working effectively with people of various backgrounds
- 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.)
- Strong organizational skills with attention to detail
- Comfortable with and enjoy working outdoors (note: this role is 90% outdoor work in the field with about 10% administrative responsibility)

**Desired Qualifications:**
- Experience with tour-guiding or interpretive programming
- Experience working with professionals from the corporate sector
- Experience or interest in working with volunteers
- Experience with community organizing or grassroots advocacy
- Background in or passion for education, environmental justice, environmental sustainability, and/or nonprofit communication

**Work Schedule**
This is a seasonal part-time position, starting in May 2023 and concluding in October 2023. Work days will be Tuesday–Thursday, 9am-5pm, 24 hours per week or a schedule consistent with needs of the department's current projects. Required to be on Governors Island or at other field site locations leading events 3 days per week during volunteer season and throughout the whole contract (April–November).

**Salary, Benefits, and Perks**
The starting salary for the Corporate Volunteer Coordinator will be $25 an hour for the length of the contract.

**Employment Authorization**
Applicants must be authorized to work for ANY employer in the United States. 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.
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.

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.

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.