Shell Recycling Senior Coordinator Job Description

**Billion Oyster Project's Shell Recycling Senior Coordinator** is an organized team player who enjoys working in a fast-paced nonprofit environment and is an enthusiastic problem-solver and clear communicator.

**About the Shell Recycling Program**

Millions of shells are essential to restoring one billion oysters! Why? In the wild, young oysters — or spat — must settle on a hard surface to survive. Oyster, clam, and scallop shells provide that hard surface and are rich in calcium carbonate — making them the perfect substrate for oysters to settle on. And, thanks to New Yorkers’ lasting love for oysters, these shells are a plentiful local resource. In 2015, Billion Oyster Project started a Shell Recycling Program, allowing restaurants to not only divert shells from landfills but also reclaim this valuable resource for the restoration of oyster reefs. Visit our Restaurants page to learn more and get involved in the program.

**What You'll Do**

Billion Oyster Project's Shell Recycling Senior Coordinator assists with various activities related to the Shell Recycling Program operations. This includes helping with day-to-day collection logistics and operational hiccups, ensuring program efficiencies, expanding the program to new restaurants, maintaining restaurant relationships with regular communication, coordinating with contractors' shell deliveries to curing sites, re-engaging restaurants through education or communications campaigns, and conducting administrative duties such as invoice management and data management. This "customer"-facing role requires timely communication with contractors and restaurant partners experiencing operational issues while maintaining a positive, solution-oriented attitude.

**Who You Are**

The role requires an individual with a strong background in operations and logistics, customer service, creative problem-solving, relationship management, and public speaking. The ideal candidate is a team player who is reliable, highly organized, and flexible; someone who embraces a solutions approach, holds themselves accountable, takes initiative, owns tasks from start to finish, proactively problem solves, demonstrates clear and transparent communication, and is a critical thinker who can make smart, informed decisions in a timely fashion. The ideal candidate enjoys solving complex operational problems in the food waste sector, and values building strong relationships with some of the leading chefs in the NYC food industry. An interest in the NYC food/restaurant, compost, and sustainability scene is a plus.

The Shell Recycling Senior Coordinator reports to the Shell Recycling Program Manager.

**Core Job Function**

**Restaurant Logistics, Operations, & Customer Service: 65%**

Assist with the daily logistics and operations of the shell recycling program including coordinating with participating and prospective restaurants, third-party collection operators, internal teams, and more. This includes, but is not limited to:

- Assisting in onboarding new restaurant partners.
- Maintaining strong engagement with current restaurant partners through frequent communications, in-person education, and collaborative events and campaigns.
- Ensuring Program collection efficiencies through educational initiatives and operational streamlining.
- Assisting with shell-curing initiatives such as:
  - Coordination with the fabrication team to ensure shell-curing compliance

**Deadline to Apply:** July 31, 2024
**Intended Start Date:** Sept 1, 2024

To apply, Applicants will need to submit a resume and cover letter via the link below:
**Application Form:** [https://app.smartsheet.com/b/form/f477681482f74f259bd58e218e17692f](https://app.smartsheet.com/b/form/f477681482f74f259bd58e218e17692f)

**Demographic Survey:** [https://forms.gle/Q8p8xHaN8kD2WYCM7](https://forms.gle/Q8p8xHaN8kD2WYCM7)
- Coordination with contractors for early morning (6 am) shell dumpster deliveries monthly
- Coordinating maintenance and upkeep of shell holding depot(s) as needed
- Coordinating on-island shell recycling initiatives, ensuring shells are collected on Governors Island efficiently with the island's waste management team.

**Inter-team Coordination: 15%**
- Support departmental teams in related activities pertaining to the Shell Recycling Program such as:
  - Assisting with organizing and incorporating restaurant partners at events (ie Billion Oyster Party, oyster socials, etc)
  - Organizing and coordinating shell recycling and volunteers at applicable one-off, off-site, and/or non-restaurant partner events when applicable
  - Execute funder deliverables as they relate to Shell Recycling Program operations, including collaborating with the Communications team to carry out tasks related to marketing and communications initiatives with shell recycling

**Administrative Duties: 20%**
- Admin & Purchasing
  - Keep track of and input shell recycling program-related invoices
  - Manage shell recycling inventory and procurement
- Data Management
  - Maintain functional and up-to-date dashboards, live workbooks, and contacts for shell recycling program partners
- Permit & Grant Reporting
  - Assist in gathering data for permits and grants as related to the Program
  - Assist in drafting grant and permit reports as related to the Program

**The Shell Recycling Senior Coordinator's job function also include, but are not limited to:**
- Assisting the Restoration Team in preparing and deploying cured shell, oysters, and reef structures, providing in-person assistance during the field season, April to October, as needed.
- Assisting the Development, Community Engagement, and Education teams in cross-departmental campaigns and initiatives related to the Program.
- Devise projects and activities and supervise interns and Research Associate Technicians assigned to the Shell Recycling Program.
- Attend and speak publically at events on behalf of Billion Oyster Project and the Shell Recycling Program, which may require working occasional evening and weekend hours.
- Coordinate with relevant stakeholders and community partners as they relate to the Shell Recycling Program.

**You Must Have**
- Bachelors or Associates Degree and 3 or more years of coordinating, customer service, and/or project management experience OR 5 or more years of coordinating, customer service, and/or project management experience
- Ability to navigate NYC, travel across the boroughs solo, etc. This job may require 2-4 days of travel a week around NYC to restaurant accounts, curing sites, Governors Island, etc.
- Ability to navigate a minimum of 50 lbs and occasionally work outside year-round; sometimes in inclement weather conditions

**Desired Qualifications**
- Strong relationship-building and customer service skills
- Interest in NYC sustainability, zero waste initiatives, food industries, and ocean conservation
- Working proficiency in Spanish
• Proficiency in Google Workspace, Smartsheets, Squarespace, Canva, Adobe Creative Suite (Indesign, Illustrator, etc)
• Effective communicator with strong public speaking skills
• Ability to analyze complex situations quickly and devise pragmatic, on-the-spot solutions
• Strong work ethic, professional manners, and flexibility
• Driver’s License or willingness to obtain one

You'll be a good fit if you:
• Have a positive, get-it-done work style
• Are a team player, self-motivated, adaptable, and willing to learn new things
• Have a strong, proactive work ethic and ability to adapt to changing schedules and tasks
• Have strong time management and organizational skills
• Outgoing personality
• Enthusiasm knowledge of the environment/sustainable food systems/marine ecosystems

Salary, Benefits, and Perks
The Shell Recycling Senior Coordinator’s salary ranges from $52,000 to $65,000. Salary will be assessed based on current experience and competency level.

This is a full-time position at the 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 large-scale ecosystem restoration projects that challenge them to become active participants and take 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. New York Harbor School offers career and technical education (CTE) programs in 7 areas of marine science, technology, policy, and engineering.

**Additional Information**

**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.

**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 New York City Department of Education (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.