



Field Station Coordinator Job Description

Deadline to Apply: April 1, 2024

Intended Start Date: May 1 - June 1, 2024

To apply: Applicants will need to submit a resume and cover letter via the link below:

<https://app.smartsheet.com/b/form/0eaa4b4622e64c39a69c624876c34ec1>

Demographic Survey: <https://forms.gle/Y7pCLPd6n3Furm1u9>

The Billion Oyster Project Field Station Coordinator is an energetic, hands-on individual who genuinely embraces a fast-paced environment with the ability to be flexible and engaging. The position requires an enthusiastic person with a healthy mix of hard and soft skills to cultivate, communicate, and deliver public programming at Billion Oyster Project Field Stations.

What you'll do:

The Field Station Coordinator for Billion Oyster Project will lead and coordinate programs at field stations, chosen from a list that includes Brooklyn Bridge Park, Sunset Park, Coney Island, Canarsie, Governors Island, Far Rockaway, Williamsburg, Newtown Creek, Bushwick Inlet, Greenpoint, Mill Pond, Dyckman Marina, Floyd Bennett Field, and Flushing Bay. Additionally, they will explore potential future sites in Staten Island, the Bronx, and other areas within the five boroughs.

In addition to aiding at other field station sites as necessary, the Field Station Coordinator will oversee a range of crucial activities at designated field stations. These include essential tasks such as oyster data collection, species identification, water quality monitoring, seining, shoreline storytelling, minnow traps, and nature walks. Moreover, there will be ample opportunities for the Coordinator to innovate and develop fresh programming activities.

Proficiency in public speaking, along with adept organizational skills for orchestrating and facilitating group experiences in outdoor settings, is paramount. Effectively engaging with large audiences ensures that educational initiatives reach their full potential, fostering meaningful connections between participants and the natural environment. Collaborating closely with the Community Engagement, Education, and Restoration teams will be integral to achieving these objectives, promoting community involvement and environmental stewardship across all endeavors.

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

Key Responsibilities:

- Deliver educational programming to youth groups, community groups, and the general public at field stations.
- Coordinate logistical aspects of field events and organize the transportation of necessary gear and tools for such occasions.
- Contribute to the planning and recruitment of participants. Play a role in the annual planning process for the recruitment pipeline, including the booking and tracking responsibility for a portion of the groups.
- Communicate with field station participants pre and post events.
- Plan out the field season schedule for the year, and manage assigned field station events in the smartsheets annual activities and events tracker.
- Build and maintain relationships with community stakeholders.

Additional Responsibilities:

- Participate in the long-term planning for field stations.
- Assist with pre-installation activities (e.g. spat counts, gear inventory, planning, etc) as needed.
- Post and maintain events on Fareharbor.
- Participate in the development of field station work plans.
- Implement thorough safety protocols for participants engaged in shoreline activities, including boat safety measures and the provision of personal flotation devices (PFDs).
- Assist with hosting field trainings for Ambassadors and interns.
- Participate in the development and presentation of the annual Field Stations Program evaluation.
- Participate in community outreach events (e.g. community board meetings, virtual/in-person events)
- Will require working some evenings and weekends.

Minimum qualifications

- A Bachelor's degree or 2-3 years of work experience in an environmental or educational field.
- At least 1 year of experience working with students and/or the public.
- Strong public speaking and customer service skills.
- Ability to drive or obtain your driver's license upon hire.
- Ability to maneuver 40 lbs.

Preferred qualifications

- Willingness to learn and work independently when needed.
- Strong work ethic, professional attitude, and flexibility.
- Proficiency in Microsoft Office, Zoom, and Google Suite.
- Basic understanding of Smartsheets (recommended) or willingness to receive Smartsheets training.
- Excellent organizational skill set, including written and oral communication, time management, and ability to prioritize.

You'll be a good fit if you:

- 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.
- Comfortable working outdoors in a variety of conditions.
- Comfortable working at the shoreline and on boats.
- Comfortable working with students of all ages and marine animals.
- Comfortable with traveling to various sites around New York City.

Salary, Benefits, and Perks

The Field Station Coordinators' starting salary will range from \$44,000 to \$52,000.

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
- 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

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. 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 the 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

Billion Oyster Project is working towards a diverse workforce that is representative, at all job levels, of the communities we serve. We want to foster an environment of mutual respect where every race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, gender identity or expression is not only celebrated, but eligible for equal employment opportunities. From educators to interns to restoration practitioners — working from Soundview Park to Staten Island to Sunset Park — we believe that diversity, equity, and inclusion across our team are critical to the success of Billion Oyster Project. With this mind, we will only begin evaluating applicants once a diverse candidate pool has been achieved*, and we look forward to developing and retaining the most talented full-time individuals in the Greater New York City area.

We are collecting the following optional information to ensure our recruiting efforts are effective. Any information that you choose to provide is not linked to your application and is gathered for recruitment purposes only.

Submission of this information is voluntary and declining to provide it will not subject you to any adverse treatment. **The information obtained will be kept confidential within Human Resources** and may only be used in accordance with the provisions of applicable laws. If you have questions about this, or how we define any of the following demographics, reach out to our HR department at HR@billionoysterproject.org.

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