



## Job Description - Research Associate Technician Internship

The Billion Oyster Project summer Research Associate Technician Internship program is an exciting way for young adults who have completed high school to explore careers in marine, environmental education and engagement, and non-profit-related fields. Apply now to join the 2024 cohort!

<b>Deadline to Apply:</b>	March 20, 2024
<b>Salary:</b>	\$19/hour
<b>Start/End Dates:</b>	May 1, 2024 - Sept 1, 2024 (flexibility to start earlier and/or end later)
<b>Job Application Link:</b>	<a href="https://app.smartsheet.com/b/form/44a741f467124bd686a68866bb40fffa">https://app.smartsheet.com/b/form/44a741f467124bd686a68866bb40fffa</a>
<b>Demographic Survey:</b>	<a href="https://forms.gle/cRVDLqbLG4ooAN137">https://forms.gle/cRVDLqbLG4ooAN137</a>

**To apply:** Applicants (including high school graduates, college undergrads, and postgraduates) will need to submit a resume and cover letter via the enclosed link, addressed to the Public Outreach Manager.

### What You'll Do:

The Research Associate Technician interns will provide support to all the departments of the Billion Oyster Project through a specific programmatic focus. See below for the programmatic focuses offered. Interns will also have the opportunity to engage with other departments outside of their focus, in order to gain an understanding of an environmental non-profit. The Research Associate Technician will also be responsible for producing a research project and presenting said project to Billion Oyster Project staff at the end of the season. As a Research Associate Technician intern, you will be fully integrated into the organization, attending and reporting out at staff-wide meetings and functions. All Research Associate Technicians will have on-site focus supervisors. The Research Associate Technician Program is managed by the Public Outreach Manager with oversight from the Director of Community Engagement.

*Please note that this program is designed to be a learning experience and Billion Oyster Project will offer training. We understand that no candidate has 100% of the listed job qualifications. Therefore, we encourage you to apply for this position if you believe you can complete the responsibilities. We encourage anyone with an interest or passion in these programmatic focuses to apply.*

### The Internship Site:

- Main location – 134 Carder Rd, Governors Island, New York 10004
- Additional locations – Field Stations and ORS sites across New York Harbor

**Candidates should list and rank their focus choices in their cover letter.**

### Billion Oyster Project Programmatic Focus:

#### 1. Volunteer and Fabrication:

- Assist the team with delivering public volunteer events on Governors Island and at waterfront locations across NYC.
- Support volunteer activities including but not limited to building oyster structures, preparing recycled shells for setting, counting oysters, collecting data, prepping materials and sites prior to volunteer events, and shoreline cleanups.

#### 2. Public Outreach and Communication:

- Staff the Billion Oyster Project Exhibit House and provide Billion Oyster Project tours.
- Assist with delivering public programs at the BOP Exhibit House and at partner exhibits.
- Represent Billion Oyster Project at public outreach tabling events.
- Develop activities that are widely accessible to participants of all ages and abilities.
- Set up and maintain oyster and critter tanks for public display.

- Assist the Communications Team with gathering photo/video content at events and in the field, and uploading those files to BOP's Digital Asset Management platform.

### 3. Donor Relations and Outreach:

- Assist the Development team with in-person and digital donor relations: provide tours, support corporate volunteer activities, and on-the-ground logistics of in-person donor visits.
- Support fundraising efforts and donor-focused events such as Oyster Socials and Oyster Soirees
- Assist with data collection and data organization on donor software.

### 4. Community Science:

- Collect and process water quality samples at our Williamsburg Field Station Lab.
- Assist with Oyster Research Station (ORS) maintenance, installations, data collection, and data organization as needed.
- Support the Community Science training sessions, lab presentations, and lab visitors.

### 5. Outdoor learning:

- Support the Field Station and Education teams with delivering educational activities to youth groups of all ages, at field sites across NYC, and provide logistical support for the field day.
- Assist the program teams with gathering photo/video content at events and in the field, and uploading those files to BOP's Digital Asset Management platform.
- Provide educational tours on Governors Island.
- Represent Billion Oyster Project at walk-up Field Station events.

### 6. Restoration

- Support the Oyster Reefs team with annual monitoring and pre-construction monitoring data collection activities at active and planned reef sites throughout New York Harbor.
- Conduct regular structure and gear maintenance at field stations, storage containers, and gear locker.
- Assist in deployments and removal of oysters and structures.
- Assist with the shell curing & fabrication site move.  
*\*note that this programmatic focus may not always have traditional working hours, but will not exceed 35 hours a week.*

### 7. Shell Collection

- Assist with on-island shell collection initiatives such as:
- Coordinate with organizations and individuals who request to purchase or borrow oyster shells beyond BOP restoration activities. Meet them at the shell pile and/or assist in getting the shell off-island
- Assist with engaging new on-island vendors with shell collection for the 2024 season
- Ensure on-island vendors have the necessary collection equipment and educational materials
- Help create program efficiencies with current restaurant partners:
- Develop a 1-minute video explaining the shell collection program operations in Spanish and English for front and back-of-house restaurant staff

### 8. Finance & Operations

- Support in Fiscal Year Finance Audit compliance documentation
- Support in Credit Card Reconciliation Task
- Assist in the maintenance of the Inventory and Asset Management by creating and implementing Google Sheet/Smart Sheet Trackers
- Support in Google account documents clean up and shared drives administration
- Support in the administration of Ferry Reservation system
- Assist in Inventory of IT Equipment.
- Assist in Office Management by ensuring relevant office supplies and safety equipment are in stock (i.e. printer ink, dish soap, staples, first aid supplies, COVID masks)
- Monitor received mail and create email reminders to crew members who have packages in the locker.

**All Hands on Deck:**

*All interns will have the opportunity to monitor oyster reefs and collect data at our sites across the city with our Marine Habitat Resource Specialist. Additionally, interns will work together at large events such as the Billion Oyster Project Symposium, and City of Water Day.*

**Requirements Are:**

- Ability to work weekends
- Self-motivated, highly organized, upbeat, and flexible
- Ability to work independently and in collaboration with all teams
- Positive work ethic
- Strong communication skills, including verbal, written, and public speaking
- Strong time management and customer service skills
- Proficiency in MS Office Suite and/or Google Suite
- Some duties may require moving equipment or materials weighing up to 50 pounds
- Some work will take place on boats, wading in the water, and on-shore in various weather conditions
- Ability to work some weekends

**The Ideal Candidate:**

- Familiar with marine science, environmental studies, and/or the maritime industry
- Familiar with data management
- Enjoys communicating with the public
- Enjoys working with students, volunteers, and marine life
- Ability to perform administrative tasks with an eye for detail
- Enjoys working in and/or around the water and being outdoors for an extended time
- Flexible to schedule changes
- Experience teaching or providing informal instruction to children and/or adults (or willingness to learn)
- Ability to travel with the crew on small vessels

## 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 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](mailto: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.