



COMMUNITY SCIENCE PROGRAM COORDINATOR Position Announcement

Do you have a passion for the ocean?

How about working for a dynamic and passion-driven ocean protection organization?

Clean Ocean Action's organizational culture is hard-working, friendly and fun.

Clean Ocean Action (COA) is a nonprofit 501(c)3 organization dedicated to protecting marine water quality in the NY/NJ region. COA identifies sources of pollution and takes actions to stop them using research, education, and citizen action. For more information about COA visit www.cleanoceanaction.org.

This position is immediately available, and COA is seeking quick fulfillment.

The Community Science Program Coordinator (CSPC) is dedicated to applying science, education, and advocacy to engage local citizens and municipal leaders to improve marine watershed health. This includes an integral role in implementing and growing COA's science-based programs that track down and eliminate sources of biological and chemical water pollution which are often prevalent near overburdened communities. The position includes outdoor water quality sampling (including wet weather conditions), data management and lab work. Concurrently, this position develops, leads, and implements COA's community/municipal based collaborations to inspire their local and regional actions to improve water quality. The CSPC is an efficient, motivated, knowledgeable, talented, team-player, and hard-working ocean advocate, yet able to go with the flow of changes in programs and priorities.

COA is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff members 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 hire great people from a wide variety of backgrounds, not just to do the right thing, but because it makes the organization stronger.

Benefits: Health and dental insurance coverage offered on a cost-sharing basis, paid holidays and PDO, employer paid professional workshops and trainings, reimbursed travel expenses, and working with great staff who are all motivated, fun, friendly and passionate about the ocean!

This position is based at the Long Branch, NJ, office, just 2 short blocks from the beach and adjacent to a county park. Applicant must be willing to relocate or commute a reasonable distance to the office.

General Job Description

The goal is to establish permanent, effective, thriving, and dedicated local community citizens, groups, and elected leaders to sustain water quality improvement actions through COA program implementation.

To implement this goal, at the direction of COA's Executive Director and Water Quality Research Director, the CSPC conducts outreach to inspire municipal and community leaders, as well as citizens to engage and participate in COA programs to improve local water quality. Generally, this includes presentations, community science-based pollution reduction programs, strengthening local partner groups, and building and sustaining municipal partnerships. Specifically, programs include, but are not limited to Rally for the Waterways, Municipal Blue Star, and Waterway Mindfulness. The CSPC also implements and oversees professional, and successful science-based water quality monitoring initiatives using the COA laboratory in a professional and successful manner. This includes conducting watershed-based, water quality sampling independently when required and through community volunteer engagement and coordination, and proficiency in hands-on laboratory analysis of routine water quality parameters. The CSPC works with the Water Quality Research Director on ongoing scientific investigations.

Specific Responsibilities

- Coordinate and establish successful relationships with local partners, groups, and municipalities as evidenced by progressive and timely implementation of program tasks, actions and/or goals, achieving improved measurable water quality, as well as establishing strong and dedicated collaborations with volunteers, groups, citizens and municipal leaders as evidenced by participation, dedication, and enthusiasm.
- Facilitate and coordinate effective implementation of water quality improvement actions, especially elected officials and citizens.
- Compile and evaluate data and conduct literature review and research, prepare documents (i.e., reports).
- Prepare and provide effective outreach presentations for appropriate audiences.
- Lead volunteer engagement and recruitment to encourage community participation in program.
- Coordinate water quality testing programs for watershed pollution track down programs, including Rally for the Waterways, that involve the following:
 - Training and coordinating community science volunteers
 - Conducting water quality sampling, including in wet weather conditions
 - Performing laboratory analyses of common water quality parameters
 - Preparing and maintaining supplies, and field and lab equipment
 - Maintaining internal and external forms and lines of communication
 - Accurate meeting minutes to be completed in a timely manner
- Ensure the integrity of COA's water quality monitoring data by adhering to all general field, laboratory and project-specific protocols, maintaining equipment, maintaining detailed records, and assisting with data analysis, and assist in identifying new opportunities.
- Enhance COA's other water quality initiatives, by monitoring related water quality assessments at the local, state, and federal levels such as NJDEP CCMP, CLO-NET, Road Salt, fish kill and marine algal bloom monitoring, as and when applicable.
- Develop relevant social media content for all programs in coordination with the Communications Coordinator.

QUALIFICATIONS

- Minimum requirement of Bachelor degree
- Must embrace the mission of Clean Ocean Action
- Lab and QAQC protocol experience required
- Possess strong interpersonal, creative and writing skills
- Demonstrated success in multiple outreach and volunteer programs, including with municipalities
- Demonstrated success with motivating community volunteers
- Experience with GIS and Google Maps
- Willingness to perform water sampling and other field work in challenging weather and other adverse conditions

Annual Salary: Position is full time at the office in Long Branch, NJ, and requires evening and weekend work, as needed. Salary is competitive and commensurate with education, experience and other qualifications.

Application Instructions: This position is immediately available, and COA is seeking quick fulfillment. Applications will be accepted until position is filled. Please follow the directions below and submit the required documents to Office@CleanOceanAction.org with "Community Science_Your Name" in the subject line.

1. Resume or CV, including GPA if a recent graduate and any volunteer activities and hobbies.
2. Cover letter expressing your interest in working for Clean Ocean Action, why you enjoy this work, and why you are good at it. Please also include why you are considering leaving your current position and/or changing careers, if relevant.
3. One writing sample that is indicative of your capacity to meet the job expectations.
4. Three references from past or present direct supervisors (colleagues or personal friends not acceptable). Include their name, position, affiliation/connection to you, and contact information (phone and email).
5. Salary range expectation.