

JOB OPPORTUNITY



American Littoral Society
www.littoralsociety.org

Location

American Littoral Society
Northeast Chapter Headquarters
Queens, NY

Title

Restoration Project Coordinator

Reports to

Habitat Restoration Program Director in Highlands, NJ

About the organization

Since 1961, the American Littoral Society has empowered people to care for the coast through programs focused on education, advocacy, and conservation. Founded by divers and naturalists with a desire to explore and protect the littoral zone, today our more than 5,000 members in 49 states are scientists, naturalists, environmentalists, divers, fishing enthusiasts, and others from all walks of life. From our headquarters in Highlands, NJ, and satellite offices in Trenton and Millville, NJ, and Broad Channel, NY, we protect and restore special coastal areas including Barnegat Bay, Delaware Bay, Jamaica Bay, and Sarasota Bay.

About the project

As part of a larger plan to restore the bay's coastal habitats, the American Littoral Society will be restoring 40 acres of coastal marine habitat including saltmarsh, mudflats, and intertidal beach in Jamaica Bay, New York City, by removing derelict boats and other large and small marine debris. This, in turn, will benefit numerous finfish, shellfish, and benthic fauna.

Goal 1: Improve essential fish habitat in selected project sites through marine debris removal.

Goal 2: Increase public engagement in and knowledge of marine debris issues.

Goal 3: Help end the sources of marine debris.

Job duties and responsibilities

- Under direction and supervision from the Habitat Restoration Program Director, plan, manage and coordinate the execution of "Jamaica Bay Clean Sweep" – the Littoral Society's marine debris removal program – in coordination with Northeast Chapter office staff.
- Prepare and manage regulatory applications necessary to project completion, and insure compliance with permit requirements throughout project.

- Manage activities of contractors and coordinate partners, and complete associated project reporting in the removal of derelict boats and other marine debris.
- Recruit and coordinate volunteers and partners for the project.
- Develop monitoring program and direct monitoring and monitoring by partners before and after removal activities.
- Investigate sites for future debris removal projects and other opportunities to advance the restoration program.
- Record and manage project data (volume of debris removed; areal coverage of debris) including preparation and presentation of information for public education and other purposes.
- Develop project education and outreach materials for website, newsletter, and oral presentation. Research, write, and distribute brochure on impact of debris on habitat, laws governing litter and dumping of derelict boats.
- Document progress on the grant and prepare reports to funding partners, in accordance with timelines and reporting requirements of funders.

Job qualifications

- Bachelor's degree or higher in environmental science, environmental engineering, natural resource management, or related field; or can demonstrate knowledge, skills, and abilities required to successfully execute this position.
- General knowledge of estuarine ecology, including beaches and dunes, tidal wetlands, shellfish, and benthic habitat.
- Able to work alone with minimal supervision, be resourceful, and problem solve yet actively seek help and ask questions when needed.
- Able to work evenings and weekends, as needed; some travel required.
- Able to read maps, charts, and aerial photos; navigate with a handheld GPS.
- Previous experience with at least basic environmental assessments.
- Fluent in Excel, PowerPoint, Word, and at least a working knowledge of photo-editing software.
- Experience with GIS is preferred.
- Safe driving record and reliable vehicle.
- Experience and comfort with public speaking.
- Solid writing skills; able to convey technical information in common language.
- This project requires, at times, the ability to hike through brush and mucky sediment while carrying up to 30 pounds.

Timeframe

- This position is funded for one year, full time, during which the above tasks must be completed. Continuation of this position is important to the Littoral Society and will be based on the availability of additional funds.

Compensation

- Annual salary: \$35,000 ; non-negotiable.
- Health benefits and paid holidays and vacation. (Note: health coverage begins after a required 3-month waiting period)

Send cover letter, resume, and writing sample to Bill Shadel via

Email: bill@littoralsociety.org

Fax: 732-291-3551 or

Regular mail: American Littoral Society, 18 Hartshorne Drive Suite 1, Highlands, NJ 07732

No phone calls please.