



<b>Position Title:</b> Senior Project Coordinator	<b>Department:</b> TBD
<b>Reports To:</b> Senior Program Manager	<b>Status:</b> Full-Time, Non-Exempt

### Position Summary

The Senior Project Coordinator is responsible for ensuring the implementation of projects and programs in support of Buffalo Niagara Waterkeeper's mission to protect and restore our water and surrounding ecosystems while connecting people to water. This position is responsible for undertaking various aspects of citizen science and restoration projects, including providing technical/scientific and advocacy support, community outreach, education, tours, volunteer management, and special events.

### Duties and Responsibilities

- Coordinates and implements water quality monitoring activities for various programs and projects.
- Evaluates and synthesizes technical scientific data and presents findings internally and externally.
- Assists with field activities, including, but not limited to, construction observation, site assessments, and monitoring.
- Assists with volunteer-based events and programs including coordination, training, and assisting with implementation.
- Coordinates and implements community outreach and educational programming.
- Responds to public inquiries via email, phone, and in-person.
- Communicates with volunteers, tour participants, and event attendees.
- Assists with inventory, service, and maintenance of programming supplies.
- Supports administrative functions for various programs and projects, such as meeting preparation and logistics, drafting meeting minutes, procuring supplies and materials, data collection and monitoring, and documentation.
- Works with project managers in coordinating across teams on grant deliverables, external communications, and with public education and outreach materials.
- Prepares presentation materials and technical documents.
- Collaborates with other project teams and disciplines as a technical subject matter advisor when needed.
- Communicates and collaborates with external partners across the Great Lakes basin around Organizational programs, initiatives, and priorities.
- Engages and educates the community by creating awareness of the issues occurring in Great Lakes ecosystems.
- Other duties as necessary or assigned.



### **Position Qualifications**

- Associate degree required, Bachelor's degree preferred, in Natural or Environmental Sciences, Environmental Education, or related technical field.
- 1+ years of professional experience in areas such as watershed science, outreach and education, data analysis, ecosystem restoration, community relations, customer service, client relations.

### **Knowledge, Skills, and Abilities**

- Knowledge of ecosystem and environmental science principles.
- Knowledge of water quality science preferred, including baseline water chemistry and E. coli, Harmful Algal Blooms, emerging contaminants, or other relevant biological and chemical constituents in water.
- Knowledge of native plant communities and invasive species control and management techniques considered a plus.
- Knowledge of sediment and erosion control techniques and best management practices considered a plus.
- Ability to translate and communicate scientific data and information to the public.
- Strong organizational skills and ability to prioritize tasks in an adaptable, fast-paced environment.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to present to diverse audiences and work with individuals from diverse backgrounds and communication styles.
- Ability to work in a multi-disciplinary environment with extensive cross-team collaboration.
- Ability to maintain a high energy level and be comfortable managing multi-faceted tasks in conjunction with day-to-day activities.
- Knowledge of Microsoft Office, required.
- Experience in data collection, monitoring and interpretation preferred.
- Ability to coordinate volunteers and manage events preferred.

### **Physical Requirements/Abilities**

- The majority of the work is conducted in an office or meeting setting, with field work or site visits as required.
- Some flexibility in schedule is required; occasional work in the evening and weekends for meetings or event participation may be required.
- Must be comfortable working outdoors in inclement weather and in and around water.
- Must possess access to reliable transportation with the ability to travel to various work site locations throughout WNY.
- Ability to occasionally lift and carry up to 30 lbs., preferred.



## Compensation

Hourly rate range is \$20 - \$23 per hour, commensurate with experience and demonstrated skills. A robust benefits package including options for a flexible schedule is included with this position and the details of this package will be discussed with the final candidates.

## Directions for Applying

Buffalo Niagara Waterkeeper is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, color, gender, sexual orientation, age, non-disqualifying physical or mental disability, or any other basis covered by law. Employment decisions are based solely on qualifications and business need.

No phone calls.

Must include a cover letter and resume.

**PLEASE include the POSITION TITLE in the subject line of the email and the cover letter.**

Applications sent by email preferred, will accept mailed in applications if received by March 4<sup>th</sup>, 2024.

Hard copy address OR email address send to:

Bonnie Majda, Administrative Assistant  
Buffalo Niagara Waterkeeper  
721 Main Street  
Buffalo, NY 14203  
[Bmajda@bnwaterkeeper.org](mailto:Bmajda@bnwaterkeeper.org)

**APPLICATION DEADLINE: End of day Monday, March 4<sup>th</sup>, 2024**