

Position Title: Project Coordinator	Status: Full-Time, Non-Exempt
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Position Summary

The Project Coordinator is responsible for assisting the implementation of projects and programs related to Buffalo Niagara Waterkeeper's mission to protect and restore our water and surrounding ecosystems while connecting people to water. This position is responsible for supporting various aspects of citizen science, technical projects, educational programs, restoration efforts, including providing scientific and advocacy support, conducting community outreach and engagement, and coordinating volunteer management and special events.

Duties and Responsibilities

As a member of the Buffalo Niagara Waterkeeper (BNW) team, this role will include the following primary responsibilities:

- Assists with the coordination and implementation of water quality monitoring activities for various programs and projects.
- Evaluates and synthesizes technical scientific data and presents findings internally and externally.
- Assists and conducts field activities, including, but not limited to, construction observation, site assessments, monitoring, and ecological restoration activities.
- Supports volunteer-based events and programs including coordinating, training, and assisting with implementation.
- Assists with the coordination and implementation of community outreach and educational programming, including communicating with volunteers, event participants and attendees to create awareness of Great Lakes ecosystems and issues.
- 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.
- 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.
- Responds to public inquiries via email, phone, and in-person communications.
- Assists with inventory, service, and maintenance of programming supplies.
- Other duties as necessary or assigned.

Position Qualifications

- Associate degree required, Bachelor's degree preferred, in Natural Sciences, Environmental Studies, Environmental Education, or other related technical field.
- 1+ years of professional experience in a scientific discipline such as watershed science, technical field work, outreach and education, data analysis, ecosystem restoration, research, or science-based community relations.

Knowledge, Skills, and Abilities

- Knowledge of ecosystem and environmental science principles.
- Knowledge of water quality science including a preference for baseline water chemistry and E. coli, Harmful Algal Blooms, emerging contaminants, or other relevant biological and chemical constituents in water.
- Ability to understand, translate, and communicate with the public about water quality protection, watershed science, ecosystem restoration, and environmental stewardship.
- 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.
- Demonstrated skills in data collection, monitoring and interpretation preferred.
- Demonstrated skills using ArcGIS preferred.
- Ability to coordinate volunteers and manage events preferred.
- 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 execute educational lesson plans considered a plus.

Physical Requirements/Abilities

- The work of this position is performed in an in-office and hybrid/remote setting with regular fieldwork and site visits required.
- Flexibility in the schedule is required; occasional work in the evening and weekends for meetings or event participation will be required.
- Must be comfortable working outdoors in inclement weather and in and around water.
- Must possess the willingness and ability to travel to various work site locations throughout WNY.



Compensation

Hourly rate range is \$20 - \$23 per hour, commensurate with relevant experience and demonstrated skills. A robust benefits package including health care options, 401k retirement plan, paid time off, paid holidays, life insurance, and options for a hybrid 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/belief, 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 needs.

Must include a cover letter explaining your interest in this position and what you would bring to Buffalo Niagara Waterkeeper, as well as a 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 Sunday December 22nd, 2024. Applications will be reviewed on a rolling basis. No phone calls.

Hard copy address OR email address send to:

Bonnie Majda, Administrative Assistant
Buffalo Niagara Waterkeeper
721 Main Street
Buffalo, NY 14203
Bmajda@bnwaterkeeper.org

APPLICATION DEADLINE: End of day Sunday December 22nd, 2024