



St. Andrew Bay Watch

St. Andrew Bay Resource Management Association, Inc. (RMA)

Post Office Box 15028

Panama City, Florida 32406

Phone/Fax: (850) 763-4303 Website: www.StAndrewBayWatch.org

JOB OPPORTUNITY ANNOUNCEMENT

Title: Habitat Restoration & Education Coordinator

- Temporary part-time grant funded position, not to exceed 1,200 total project hours. Position may be extended with additional grant funding.

Rate of Pay: Pay commensurate with experience

Hours: Average of 24 hours per week. Hours may vary weekly, depending on project demands

Location: Bay County, Panama City, FL

Duties and Responsibilities:

- Program coordinator will work with Bay Watch staff and lead volunteers to manage and perform all aspects of coastal marsh wetland habitat restoration projects
- Administer all aspects of existing grants to include up-to-date metrics and financial tracking and reconciliation to produce required invoices and reports to granting agencies and to Bay Watch supervisor and/or Board of Directors
- Prepare and submit grant proposals to maintain and enhance existing restoration program
- Maintain and expand existing Grasses in Classes program at Deane Bozeman School and other future interested Bay County schools
- Address inquiries and meet with citizens regarding feasibility of using natural techniques for shoreline stabilization
- Prepare restoration permit application packages and attend pre-permit application meetings when necessary
- Effectively communicate with local, State, and Federal agencies and project partners
- Procure supplies as warranted
- Maintain the native plant nursery
- Bag and transport oyster shell, build oyster reef breakwaters, and install plants at restoration sites using hand tools (shovels, post-hole diggers, etc.)
- Lead and participate in coastal marsh and oyster reef habitat surveys, including vegetation, fish and invertebrate identification
- Develop and conduct environmental education and outreach activities for students and the public, including field trips to accomplish restoration and promote environmental stewardship
- Inventory, operate, repair and maintain equipment, including vehicles and trailers
- Recruit, train and coordinate volunteers to assist with project completion
- Develop volunteer database to track contact information and volunteer work hours
- Perform data entry, verification and analyses
- Track restoration project metrics and complete technical reports and associated documents with descriptive statistics in advance of deadlines
- Develop educational materials, including educational kiosks, presentations, and Best Management Practices guides for citizens and local leaders as appropriate
- Prepare newsletter, print, website, and social media content including photos and videos regarding existing and future projects
- Prepare press releases and conduct interviews with local television, newspaper, and radio outlets to communicate project benefits

- Conduct outreach at public events where Bay Watch desires to have a presence, such as Earth Day, International Coastal Cleanup, Citizen Science Lecture Series
- Communicate project objectives to public audiences such as civic groups and at professional meetings
- Maintain electronic resource library of program support documents
- Provide clear, timely, and effective work progress updates and time sheets to supervisor and/or payroll administrator
- Perform all other duties that may be assigned, including assisting with other programs of Bay Watch

Required Qualifications, Knowledge, Skills, and Abilities:

- A Bachelor's degree from an accredited college or university with a major study in one of the biological or natural sciences
- Proof of U.S. Citizenship
- Valid driver's license. Must have a clean driving record and be willing to undergo a driving record and criminal background check prior to employment
- Knowledge of the terminology, principles, and techniques used in biological research, analysis, or testing, including the methods of scientific data collection
- Knowledge of coastal and estuarine ecosystems
- Ability to willingly follow and adhere to detailed instructions, standard operating protocols, and company policies
- Ability to meet goals with flexible working hours, while maintaining hours of 8AM – 5PM, three days a week (Mon. – Fri.), including occasional weekend, early morning or evening hours.
- Willingness and ability to work in adverse weather and physically challenging conditions, including cold, heat, and/or rain
- Willingness and ability to perform strenuous field work in adverse conditions in the water including, but not limited to, uneven substrates consisting of mud, sand, rocks, oysters, and stumps with the potential to encounter wildlife such as stingrays and jellyfish
- Ability to lift 30 pounds repeatedly over extended periods
- Detail oriented and possess a strong desire/ability to complete tasks in a meticulous and organized manner
- Ability to engage with the public in a positive, courteous and effective manner
- Ability to supervise work groups and lead field teams during project execution
- Experience and/or ability to drive vehicles with trailers up to 16' in length
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), internet/web browsers, and email. Ability to use QuickBooks financial software
- Demonstrated excellence in written and oral communication
- Ability to coordinate numerous competing projects simultaneously
- Candidates with hands-on work experience in habitat restoration will be given preference

How to Apply

- Closing date is 4:00 P.M. June 22, 2018
- Send resume to Jonnie Smallman, St. Andrew Bay Watch, P.O. Box 15028, Panama City, FL 32406 or livingshorelines@sabrma.org. Include a cover letter and a separate narrative that addresses the required qualifications, knowledge, skills, and abilities.
- We reserve the right to consider applicants after the closing date. Position is open until filled.

St. Andrew Bay Resource Management Association, Inc. is an Equal Opportunity Employer. Nothing in this job posting or description should be construed as an offer or guarantee of employment

St. Andrew Bay Watch

Turtle Watch – Water Quality – Scallops – Seagrasses – Living Shorelines
Monitoring, Restoration, Research, Education

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