



American Littoral Society- Delaware Bayshore Office --**Conservation Coordinator**

Under direction of the Delaware Bayshore Program Director, the Conservation Coordinator will support the development, planning, and implementation of watershed restoration and education and municipal outreach projects. Conservation Coordinator will assist with the development and management Green Stormwater Infrastructure projects, manage the outreach and volunteer recruitment for associated events, and assist with educational programming. The Conservation Coordinator will also manage communications work related to watershed projects including social media, website and outreach material development and dissemination, working closely with the Communications Manager.

These activities include coordination of people and resources, scheduling, some understanding of project-related budget management, extensive work in the community doing outreach and project installs, working collaboratively and in isolation, working with contractors and project partner, and a commitment to the Littoral Society Mission.

Qualifications

- Bachelor's Degree in ecology, environmental science, or related field with course work or experience in watershed management or science, hydrology, river ecology.
- 1-3 years of experience in the management of restoration or watershed education projects OR equivalent combination of life/work experience.
- Working knowledge of ecological restoration, stormwater BMP, and watershed management practices.
- Experience installing green stormwater infrastructure, riparian buffers, basin naturalization or other restoration practices (preferred).
- Knowledge of watershed science and its nexus with state regulations, municipal ordinances and plans and urban and suburban land-use.
- Knowledge hydrology, soils, and native plants for restoration design.

Restoration skills

- Provide support coordinating the stormwater management program for Kirkwood-Cohansey Aquifer communities within the Cohansey and Maurice River Watershed.
- Identify stream and forest restoration and green infrastructure opportunities.
- Review design and planning documents for restoration or green stormwater infrastructure projects.
- Perform field work including inspections, installation, maintenance and other duties as assigned.
- Monitor current projects and conduct in-stream sampling.
- Analyze and present data using GIS software.
- Competence with GIS.

Project management skills

- Collaborate with multiple stakeholders in an interdisciplinary and governmental context to achieve project goals.
- Oversee interns conducting stream assessment field work.
- Ability to meet and adapt to shifting deadlines, manage multiple priorities, and work independently.
- Experience working in multicultural environments is a plus.
- Ability to manage budgets and project tasks in Excel spreadsheets.

Communications Skills

- Superb written and verbal communication skills and the ability to effectively communicate with partners and agency representatives.
- Solid organizational skills and demonstrated experience meeting challenging project deadlines.
- Demonstrated strength in critical thinking, judgment, and dependability.
- Comfort building relationships with private landowners, public agency personnel and the private business sector.

Volunteer Recruitment, Outreach and Education

- Oversee outreach events and community meetings in coordinator with Program Director.
- Conduct outreach to private businesses and landowners in the watershed to foster support for and participation in restoration projects.
- Experience with volunteer recruitment and management.
- Coordinate with Community Outreach Coordinator to plan and implement volunteer recruitment and outreach activities.
- Coordinate with the Education and Outreach Coordinator on in-school programming and field experiences and restoration activities.

Basic Skills

- Two or more years of relevant experience
- Proficiency with MS Office (Word, Powerpoint, Excel, Access and Publisher) and experience with data collection.
- Technology competency proficiency with social media tools including Facebook, Twitter, Instagram, etc.
- A team player with excellent interpersonal skills and a good sense of humor.
- Must show initiative, coupled with creative and strategic thinking, judgment, and dependability.
- Willingness to work evenings/weekends as needed
- Ability to work outdoors during inclement weather, lift heavy objects regularly.
- Attention to detail, task-oriented, highly motivated, strong organization skills, self-starter, and superior analytical skills.
- Must have personal transportation, a valid driver's license, and auto insurance.
- Ability to speak and write Spanish spoken in the watershed (bonus)
- Additional duties assigned as needed.
- Personal commitment to American Littoral Society's mission.

Please submit resume, cover letter and references to:

Emma Melvin, at emma@littoralsociety.org

Delaware Bayshore Program Director

American Littoral Society Millville Office--- 1025 N. High Street, Millville, NJ 08332

Please contact Emma Melvin with any question via email or phone: 856-825-2174