

# Position Available

## 2011 CITIZENS WATER QUALITY MONITORING PROGRAM - ASSISTANT COORDINATOR

### THE COALITION FOR BUZZARDS BAY

#### Background

The Coalition for Buzzards Bay is a private, non profit membership organization dedicated to the protection, restoration, and sustainable use of Buzzards Bay and its watershed. Founded in 1987, the organization pursues its mission through education, conservation, research and advocacy. Specific programs include: a bay-wide **Water Quality Monitoring Program** which utilizes volunteers to sample water quality along the bay coastline from Westport to Woods Hole; a **Bay Lands Center** supporting the conservation of important watershed open space; **education programs** for all ages; and a **BayKeeper® advocacy program** to support the cleanup and protection of Buzzards Bay. The Coalition is managed by an 16 member volunteer Board of Directors and maintains a full time staff of 10 and part time staff of 5 at its offices in New Bedford, MA.

#### Position Description

The Citizens Water Quality Monitoring Program- Assistant Coordinator is responsible for helping to coordinate its Baywide Volunteer Water Quality Monitoring Program- Baywatchers and additional watershed Natural Resource Monitoring programs (Stream Flow, Anadromous Fish, and Salt Marsh). Responsibilities include assisting with the coordination and training of approximately 130 volunteers, water quality and natural resource monitoring, data entry and public outreach for the water quality monitoring program. This part-time, entry level position reports directly to the Coalition for Buzzards Bay's monitoring Director. Responsibilities include, but are not limited to:

- Construct, maintain and calibrate volunteer water monitoring equipment.
- Assist with recruiting, training, and working closely with "Baywatchers" volunteers.
- Data entry and quality check weekly water data from volunteer data sheets.
- Collect field measurements for water quality characteristics such as salinity, dissolved oxygen, temperature, water clarity, and nutrient and chlorophyll analysis.
- Assist with other watershed monitoring projects; River Flow/Temperature Monitoring, River Herring Counting, Saltmarsh Monitoring, Stormwater Samples, etc.
- Assist with Coalition for Buzzards Bay organized outreach and Bay education events.

## Qualifications

This is a monitoring and coordinating position with many tasks related to a volunteer water quality monitoring program to gather high quality scientific data to support conservation, restoration, and protection of our water resources. Training is provided regarding all aspects of the program, monitoring equipment, and computer programs. Job will be a mix of outdoor monitoring and fieldwork, contacting and working with citizen volunteers (phone calls, training, deliver equipment, answer questions), data entry, and lab work. Candidates should be able to work well with all volunteers. It is also important that the candidate be a good teacher and communicator as well as capable of performing hard work involved with monitoring in the field. Helpful skills include an environmental science background, previous work with volunteers and data entry/management experience. The Assistant will need to have his/her own reliable transportation to cover monitoring in the Buzzards Bay watershed.

## Personal Characteristics

Enthusiastic commitment to the mission of The Coalition for Buzzards Bay. Ability to work both independently and as part of a team. Comfortable in the field under physical conditions. Ability to work with volunteers in an effective manner. Candidate must possess excellent communication skills, have a high energy level, be well organized, and possess a talent for multi tasking, and take initiative.

## Salary/Benefits

This is a part-time, at-will starting in May and ending in August. The schedule is variable and averages 25-30 hours per week for this position. Salary is \$12.00 per hour. Travel will be reimbursed at \$0.51 per mile.

## To Apply

Interested applicants should respond with a letter, resume, and references to: Tony Williams-Director of Monitoring Programs, The Coalition for Buzzards Bay, 114 Front Street, New Bedford, Massachusetts 02740 or e-mail [Williams@savebuzzardsbay.org](mailto:Williams@savebuzzardsbay.org)

The Coalition for Buzzards Bay is an Equal Opportunity Employer

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