

### **Outreach and Programs Coordinator**

The Community Science Institute (CSI) was founded in 2000, with a mission to foster and support scientifically rigorous water quality monitoring in partnership with community-based volunteer groups. For the past twenty years, CSI has recruited, trained, and coordinated groups of volunteers in the Finger Lakes Region of New York to participate in our four community-based water quality monitoring programs: Synoptic Stream Monitoring, Red Flag Monitoring, Biomonitoring, and Harmful Algal Bloom Monitoring. In partnership with over 30 groups comprising 250 volunteers, we continue to build long-term datasets of regulatory quality data that can help guide the sustainable management of local water resources while empowering volunteers to act as stewards of water resources. Alone, these data speak volumes, but we help give them a voice through our outreach and education initiatives including our Water and Community forums, Water Bulletin Newsletter, summer 4-H2O Youth Education Program, Biomonitoring Open Lab nights, and Monthly Updates about CSI's work published on our website.

The Outreach and Programs Coordinator will take the lead on implementing CSI's current outreach and education initiatives and on developing new strategies to engage with the public. This will include printed and digital materials such as CSI's Water Bulletin Newsletter, Annual Report, and Monthly Updates. They will help coordinate volunteers participating in our four community science water quality monitoring programs and will take the lead on developing and coordinating the Cayuga Lake Harmful Algal Bloom (HABs) Monitoring Program. In collaboration with the Executive Director and the CSI Board of Directors, the Outreach and Programs Coordinator will help develop and implement an effective organizational fundraising strategy, including authoring and editing grant proposals and fostering relationships with CSI's supporters. The successful candidate will also share general administrative and support tasks with other members of CSI's team.

#### **Responsibilities and Opportunities of the Position:**

- Lead and develop CSI's current and future [outreach and education initiatives](#).
- Develop effective strategies to engage with the public and communicate our results through printed materials, digital media, and in person events.
- Recruit, train, and coordinate volunteers participating in CSI's [community science water quality monitoring programs](#).
  - The Outreach and Programs Coordinator will be responsible for the Red Flag Monitoring Program and for the Cayuga Lake HABs Monitoring Program, including reporting blooms to local officials and the New York State Department of Environmental Conservation (NYSDEC).
  - The Outreach and Programs Coordinator will assist the Executive Director with the Synoptic Stream Monitoring Program and the Biomonitoring Coordinator with the Biomonitoring Program.
- Foster and maintain strong relationships with CSI's volunteers, supporters, and partners.
- Provide GIS mapping services to assist program development, data analysis, and the development of effective outreach materials.



- Collaborate with CSI's Executive Director and the CSI Board of Directors to develop and implement an effective fundraising strategy.
- All members of CSI's team contribute to general administrative and support service tasks such as, but not limited to: customer service, accepting water samples from the general public, preparing reports, scheduling, ordering, shipping, file organization, etc.

**Minimum Qualifications:**

- Bachelor's degree with a major in environmental science, biology, wildlife biology, chemistry, geology, or related discipline.
- Laboratory and/or field research experience (may include undergraduate research, internships, or coursework)
- Reasonable proficiency in GIS, Microsoft Office, and social media.
- Demonstrated leadership ability.
- Creativity, time management, problem-solving skills, ability to work independently, and painstaking attention to detail.
- Comfortable working in a small team environment.
- Excellent oral and written communication with a variety of audiences.
- Enthusiasm for CSI's Mission.

**Enhancing Qualifications:**

- Training in science communication or science education.
- Experience with volunteer or community/citizen science programs.
- Fundraising experience.
- Background in statistical analyses.
- Background in regulatory science.

**Hours, compensation, and benefits:** Full-time, 40 hours/week. Hourly rate \$18.00–\$21.00, depending on qualifications. Time-and-a-half for overtime. Seven paid federal holidays and ten paid free/vacation days per year. Vacation time is flexible and may include both paid and unpaid leave, depending on availability of other staff to cover the workload. Health insurance and pension plan are available.

**Application:** Please email 1) your resume and 2) a cover letter outlining why you are well-suited for and interested in this position to: Dr. Stephen Penningroth, Executive Director, Community Science Institute, [info@communityscience.org](mailto:info@communityscience.org). **Please note that both a resume and a cover letter are required for an application to be considered.** Applications received by April 25<sup>th</sup> will be given priority. The job will remain posted until the position has been filled. The expected start date is late May/early June.

**Inclusion statement:** We encourage qualified applicants from historically underrepresented groups in the sciences to apply. We will fully consider all qualified applicants without regard to race, culture, ethnicity, national origin, gender, gender identity or expression, sexual orientation, disability, age, religion, lifestyle, marital status, or veteran status.