

Outreach and Programs Coordinator – Full Time Position

About Community Science Institute: Community Science Institute is a 501(c)3 nonprofit organization and NYSDOH ELAP-certified water testing lab. Our mission is to empower communities to protect water quality through volunteer stream and lake monitoring in the Cayuga Lake watershed and the surrounding region. CSI recruits, trains, and coordinates volunteers to participate in our four water quality monitoring programs: Synoptic Stream and Lake Monitoring, Red Flag Monitoring, Biomonitoring, and Harmful Algal Bloom Monitoring. In partnership with these volunteers, we 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. These data are available to the public on our online water quality database: www.database.communityscience.org. Alone, these data speak volumes, but we help give them a voice through our outreach and education initiatives including our Water and Community events, Water Bulletin Newsletter, summer 4-H2O Youth Education Program, Biomonitoring Open Lab nights, and Monthly Updates. In addition, CSI offers fee-based, certified drinking water testing services and counts the Tompkins County Health Department and Cornell University as well as dozens of businesses and hundreds of private homeowners among our clients. In this way we provide a valuable service to our community while earning fees that help support our nonprofit mission.

About the Position: The Outreach and Programs Coordinator will take the lead on implementing CSI's current outreach and education initiatives and developing new strategies to engage with the public. This includes printed and digital materials such as CSI's Water Bulletin Newsletter, Annual Report, monthly email updates, website, and social media. They will help coordinate volunteers participating in our four water quality monitoring programs and will lead the Cayuga Lake Harmful Algal Bloom (HABs) Monitoring Program and the Red Flag 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 Outreach and Programs Coordinator also shares 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](#) including our annual summer [4-H2O Youth Education Program](#) (some weekend work required).
- Develop effective strategies to engage with the public and communicate our results and services through printed materials, digital media, and in person events (some local travel required).
- 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) as the official Cayuga Lake HABs Monitoring Program Coordinator.

- The Outreach and Programs Coordinator will assist the Executive Director with the [Synoptic Stream and Lake 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 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 including but not limited to: customer service, accepting water samples from clients, 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)
- Proficiency in GIS, Microsoft Office, and social media.
- Demonstrated leadership ability
- Customer service experience
- Creativity, time management, problem-solving skills, ability to work independently, and painstaking attention to detail
- Comfortable working as a member of a small team and supporting teammates
- Excellent oral and written communication with a variety of audiences
- Commitment to diversity, equity, inclusion, and justice (DEIJ)
- Enthusiasm for CSI's mission

Enhancing Qualifications:

- Training in science communication or science education
- Experience with volunteer or community/citizen science programs
- Fundraising experience
- Experience with statistical analysis using software such as Rstudio
- Graphic design training or experience

Special requirements:

- Must have a reliable vehicle and valid license, insurance, and registration for travel to and from meetings and events throughout the Cayuga Lake watershed and surrounding region.
- Able to lift more than 25 pounds
- Fine motor skills

Hours, compensation, and benefits:

- Full-time, 40 hours/week
- \$19.00–\$22.00/hour pay, depending on qualifications, plus time-and-a-half for overtime
- Thirteen paid holidays plus one floating holiday
- Generous paid health time (AKA sick time) and paid vacation/personal time
- Health insurance (Healthy New York EPO Plan)
- Simple pension plan with CSI contribution overseen by CFCU Wealth Management

Application: Please email your resume and cover letter outlining why you are well-suited for and interested in this position to: Dr. Grascen Shidemantle, Executive Director, Community Science Institute, info@communityscience.org with “Outreach and Programs Coordinator” in the subject line. **Please note that both a resume and a cover letter are required for an application to be considered.** The job will remain posted until the position has been filled. The expected start date will be in March or April.

Inclusion statement: CSI is an equal opportunity employer. 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.