

**TITLE: Assistant Environmental Analyst - Stewardship Assistant**

**EMPLOYER:** NEIWPCC, Wannalancit Mills, 650 Suffolk Street, Suite 410, Lowell, MA 01854

**LOCATION:** NYSDEC's Hudson River National Estuarine Research Reserve (NERR)  
Headquarters at Norrie Point Environmental Center, Norrie Point Way,  
Staatsburg, NY 12580.

**BACKGROUND INFORMATION:** NEIWPCC is a regional commission that helps the states of the Northeast preserve and advance water quality. We engage and convene water quality professionals and other interested parties from New England and New York to collaborate on water, wastewater, and environmental science challenges across the regions, ecosystems, and areas of expertise. NEIWPCC is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

The Hudson River National Estuarine Research Reserve (HRNERR) was established in 1982 when New York State and the National Oceanic and Atmospheric Administration designated four Hudson River Reserve sites. The programs were undertaken to protect and improve the natural and human resources of the Hudson River Basin. Partners in the program include the NYSDEC Marine Resources, NOAA, NEIWPCC, and other federal, state, and local agencies. Position is financially supported by a contract with New York State with an expiration date of December 31, 2025, with the possibility for an extension.

**JOB SUMMARY:** This NEIWPCC Stewardship Assistant will provide support to the HRNERR Stewardship Program in the field and in the office. The duties and responsibilities listed below will be delegated with the goal of developing the assistant's skillsets and knowledge to provide a valuable, early-career experience. This position will be supervised by the NEIWPCC project manager, in consultation with the Stewardship Coordinator.

**DUTIES AND RESPONSIBILITIES:**

Specific duties, working in both field and office settings, include:

- Assist the Reserve's Stewardship Program in assessing, protecting, managing, and restoring Hudson River Estuary habitats, including shorelines, tidal wetlands, and submerged aquatic vegetation beds.
- Implementation, monitoring, and adaptive management of habitat restoration and enhancement projects.
- Invasive species monitoring and management.
- Assessment and mapping of reserve habitats and natural resources.
- Support water quality, sediment, vegetation, fish, and wildlife monitoring in tidal wetland, shoreline, and shallow water habitats.
- Topographic and bathymetric mapping.
- Maintenance and organization of field equipment and gear.
- Native plant propagation and maintenance of greenhouse and nursery facilities.
- Data entry and analysis.
- Volunteer outreach and coordination.
- Environmental permitting.

- Development of stewardship content and updates for reserve website.
- Assist other reserve programs (Education, Research, and Estuary Training), as needed.
- Other duties as assigned.

**PERFERRED QUALIFICATIONS:** A bachelor's degree in environmental science, ecology, biology, botany, natural resources management, or a related field.

At least one year of full-time, or equivalent part-time, technical, or professional experience.

### **Personal Characteristics**

- Naturally prone to action with a focus toward continuous improvement and is committed to contributing to the overall success of NEIWPCC.
- Ability to build collaborative relationships across NEIWPCC and our partners.
- Approachable and diplomatic in all interactions.
- Able to manage change and articulate the "value case" for it.
- A team player who is inclusive and willing to help others.
- Dependable and capable of fostering trust.
- Accepts responsibility and is accountable for results.
- Ability to write concisely to express thoughts clearly and to develop ideas in logical sequence.
- Ability to exercise discretion in handling confidential information.
- Excellent organizational skills and the ability to prioritize key deliverables.

### **Desired Knowledge and Skills**

- Interest in responsible management of upland and coastal resources and applying the best available science to maintain and restore healthy, productive, and resilient ecosystems.
- Competent interpersonal and communication skills when interacting with others, expressing ideas effectively and professionally.
- Ability to identify opportunities, be proactive, and demonstrate resourcefulness.
- Commitment to equality, inclusion, and engaging respectfully with a diverse team of collaborators.
- Familiarity with the flora, fauna, and habitats of the Hudson River Valley.
- Ability to carefully follow standard operating procedures and sampling protocols.
- Previous research experience.
- Ability to navigate in the field using GPS and maps.
- Ability to follow field safety protocols.
- Familiarity with boater safety and operation of canoes and kayaks.
- Ability to work both independently and as part of a team.
- Strong problem-solving, analytical, and organizational skills.
- Experience utilizing Microsoft Office including Word, Outlook, and Excel.
- Experience with QGIS or ArcGIS software.

**REQUIREMENTS:**

- A valid driver's license and access to own transportation is required.
- Attendance is mandatory in the Lowell office for orientation and at the annual All Staff Meeting (held the last Thursday and Friday in March each year).
- Position requires frequent day trips throughout the Hudson River Estuary, occasionally working under adverse conditions in outdoor settings. The individual must be able to swim and lift up to 50 lbs. Evening and weekend work may be required.
- This is a full-time position. This position requires incumbent to be in the office or at the assigned work location Monday – Friday for the first six months of employment. After six months of employment, this position may be eligible for a partial telework schedule, subject to approval and determined by program and office needs. Telework schedules are authorized by the Executive Director.
- Proof of COVID-19 Vaccination required.

**SALARY:** Salary dependent upon level of experience qualifications.

**BENEFITS:** Generous benefits package provided, which includes vacation, personal and sick leave, paid holidays as determined by office location; health, dental, disability and life insurance; retirement plan.