

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, 256 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.

This NEIWPCC position is offered in partnership with the Hudson River National Estuarine Research Reserve (HRNERR). The Hudson River National Estuarine Research Reserve (HRNERR) was established in 1982 and is one of 30 reserves established in the US to promote informed management of the Nation's estuaries and coastal habitats. Partners in the program include the NYSDEC Marine Resources, NOAA, NEIWPCC, and other federal, state, and local agencies. This position is financially supported by a contract with New York State with an expiration date of December 31, 2030, with the possibility of 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 valuable experience. This position will be supervised by the HRNERR Stewardship Coordinator, in consultation with the NEIWPCC program manager.

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.
- 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, analysis, and preparation of summary reports and website content.
- Volunteer outreach and coordination.
- Environmental permitting and compliance reporting.
- Development of stewardship content and updates for reserve website.
- Assist other reserve programs (Education, Research, and Estuary Training), as needed.
- Other duties as assigned.

SUPERVISORY CONTROLS: Incumbent operates under the general supervision of the HRNERR Stewardship Coordinator, who provides instruction on new work, guidance, and review of completed work to assure accuracy and adherence to established policy and requirements. The incumbent independently performs tasks in an efficient and effective manner, using good judgment.

PERFERRED QUALIFICATIONS: A bachelor's degree in environmental science, ecology, biology, botany, natural resources management, or a related field and one year of full-time, or equivalent part-time, technical, or professional experience.

An equivalent combination of education and experience will also be considered.

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.
- Ability to stay positive while accomplishing physically demanding work in challenging environmental conditions.
- Approachable and diplomatic in all interactions.
- 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.
- 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.
- Experience safely and effectively operating hand tools, power tools, and mechanical equipment.
- 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 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. Fieldwork can be physically demanding and rigorous. The individual must be comfortable on open water, able to swim, and lift up to 50 lbs. Evening and weekend work may occasionally 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.

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.