



St. Andrew Bay Watch

St. Andrew Bay Resource Management Association, Inc. (RMA)

Post Office Box 15028

Panama City, Florida 32406

Phone/Fax: (850) 763-4303 Website: www.StAndrewBayWatch.org

JOB OPPORTUNITY ANNOUNCEMENT

Title: Habitat Restoration and Education Coordinator

Pay: \$28 per hour

Education: Associates Degree or higher in Biological or Natural Sciences

Work hours for this part-time, term position are grant-funded for a duration of three years, with an average commitment of 2-3 days per week or 6-8 days per month, subject to sampling and monitoring requirements. The standard work schedule spans Monday through Friday, occasionally extending to include weekends. Variations in start and end times, as well as total weekly hours, may occur due to volunteer requirements, weather conditions, and operational needs.

Location: Bay County, Panama City, FL

St. Andrew Bay Watch operates as a 501C-3 nonprofit organization dedicated to advancing the restoration and monitoring efforts within the St. Andrew Bay watershed and its adjacent areas. This position primarily involves coordinating trips for living shoreline restoration, sampling, and monitoring, along with overseeing the monthly Grasses in Classes initiative. Additionally, the position entails involvement in estuarine research and various other projects as they arise and report writing and review, emphasizing an ecological focus within a small, dynamic team.

Potential project objectives encompass the enhancement of coastal salt marsh habitats and the restoration of living shorelines. This work necessitates close collaboration with project partners, governmental bodies, and landowners, conducting fieldwork in remote settings while adhering to budgetary constraints and project timelines. Moreover, the role includes overseeing the *St. Andrew Bay Grasses in Classes* program in designated Bay County Schools, with direct reporting to the Program Director.

No insurance or retirement benefits.

Duties and Responsibilities:

- Coordinate volunteers and staff to oversee all aspects of coastal marsh wetland habitat restoration and monitoring projects.
- Facilitate effective communication with local, state, and federal agencies, as well as project partners.
- Manage the native salt marsh nursery.
- Organize volunteers and Grasses in Classes students to conduct living shoreline restoration, monitor coastal salt marshes, and oyster reef habitats, including vegetation surveys, fish and invertebrate sample collection, and identification.
- Develop and implement environmental education and outreach activities for Grasses in Classes students and other public groups, including organizing field trips to support restoration efforts and promote environmental stewardship.

St. Andrew Bay Watch

Water Quality – Grasses in Classes – Seagrasses – Living Shorelines

Monitoring, Restoration, Research, Education

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- Inventory, operate, repair, and maintain equipment, such as vehicles, boats, and trailers.
- Recruit, train, and coordinate volunteers to aid in project completion.
- Establish a volunteer database to monitor contact details and volunteer work hours.
- Conduct data entry and track restoration project metrics, ensuring timely completion of technical reports and related documents featuring descriptive statistics before set deadlines.
- Create educational materials.
- Generate content for news publications, websites, and social media platforms, incorporating photos and videos.
- Articulate project objectives to diverse public audiences and during professional meetings.
- Deliver clear, timely, and informative progress updates and time sheets to the supervisor.
- Actively participate in organizing and executing organizational events.

Preferred Qualifications, Knowledge, Skills, and Abilities:

- Comprehensive understanding of the terminology, principles, and methodologies essential in biological research, analysis, or testing, encompassing scientific data collection techniques
- Proficiency in coastal and estuarine ecosystems
- Willingness to adhere meticulously to detailed instructions, standard operating protocols, and organizational policies
- Proficient in overseeing work groups and leading field teams throughout project implementation
- Competence and/or experience in operating vehicles with trailers up to 26 feet in length
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), internet browsing, and email communication
- Proven proficiency in both written and verbal communication
- Experience in public speaking
- Capability to effectively manage multiple concurrent tasks

Education, Experience, and Licensing Requirements:

- Associates Degree or Higher in Biological or Natural Sciences
- Computer skills and knowledge of office software packages

Physical Demands:

- Capable of repetitively lifting up to 50 pounds for extended durations
- Prepared and able to engage in challenging fieldwork in aquatic environments under adverse conditions, navigating uneven terrains like mud, sand, rocks, oysters, and stumps, while being alert to potential encounters with marine life such as stingrays and jellyfish
- Flexible to bend, stretch, push, pull, reach, and maneuver as necessary to fulfill diverse vegetation management tasks
- Endurance for prolonged periods of standing
- Availability for extended work hours, encompassing early mornings, late evenings, and occasional weekend shifts
- Flexibility to travel to various work locations
- Capacity to operate effectively in diverse weather conditions, including extreme heat, cold, and rain.

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Special Instructions to Applicants:

- Submission of a resume and cover letter is mandatory for consideration for this position. Failure to include any required documents may lead to disqualification.
- Individuals with disabilities in need of accommodations are kindly requested to contact 850.763.4303.
- A comprehensive background check, inclusive of potential motor vehicle inquiries, fingerprinting, or additional screenings, is mandatory for the chosen candidate before the commencement of employment.

How to Apply:

Kindly submit resumes and accompanying documents to Christina Cantrell, Director, via email at sabw@standrewbaywatch.org.

St. Andrew Bay Watch is an Equal Opportunity Employer. This job posting and description do not constitute an offer or guarantee of employment.