



Citizen Science Outreach Coordinator

Job Description

This is a temporary, 80% time, non-benefits eligible position based in Durham, NH. The position is grant-funded for up to 2 years with potential for further renewal and an increase to full time contingent upon receipt of additional funding.

Hourly rate: \$18-\$20 per hour depending upon experience.

Summary: This position is responsible for the coordination and implementation of the Coastal Research Volunteer (CRV) program, CRV-affiliated projects and related UNH Cooperative Extension Citizen Science efforts. CRV is a program that recruits, trains and organizes community volunteers to participate in research and stewardship projects relevant to the NH coastal watershed. This position will work under the general supervision of the Sea Grant Extension Specialist in Coastal Ecosystems.

Duties: Working under the supervision of the Sea Grant Extension Specialist in Coastal Ecosystems:

1. Recruit, coordinate and train volunteers for Coastal Research Volunteer (CRV) projects. Promote the CRV program to increase volunteer participation through attendance at meetings and events, and developing materials (e.g., posters, stories, news articles, signs, and fact-sheets). Develop, manage, and promote CRV website content.
2. Maintain ongoing communication with volunteers about upcoming opportunities, provide project updates, results, and impacts to volunteers and stakeholders and develop and implement volunteer appreciation/recognition efforts.
3. Develop and administer Salesforce data management system for volunteer registration, engagement (e.g., newsletters, and reporting).
4. Help develop project evaluations and collect/analyze data for reporting the impact and effectiveness of CRV and related Citizen Science programs.
5. Coordinate and schedule with research leads on citizen science and stewardship projects.

Minimum Acceptable Qualifications –

- Bachelor's degree, preferably in marine science or environmental education or a related field.
- Two years' experience working, assisting in planning, organizing and coordinating citizen science or environmental outreach programs.
- Excellent written and verbal communication skills
- Experience with data management and analysis
- Administrative and organizational abilities with a strong attention to detail
- Familiarity with fundamentals of New England coastal habitats and ecology
- The ability to travel, normally requiring a valid driver's license.
- The ability to work occasional weekends and evenings for program related events and meetings

Additional Desirable Qualifications:

- - Experience working in communities; managing and supporting volunteers.
- - Experience working with diverse volunteer audiences and researchers.
- - Experience in delivering teaching/ training to youth and adults.

How to Apply:

A full position announcement and instructions on how to submit an application for this position can be found on-line at <http://jobs.usnh.edu/postings/22107>

Apply by August 11, 2016. Cover letter and resume must be electronically attached with application. Computer access/assistance is available at the Human Resources Office, 2 Leavitt Lane, Durham NH 03824 or call 603-862-0501 (TTY Users 603-862-3227).

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