



## **Habitat Project Coordinator**

### **JOB DESCRIPTION**

December 2014

### **ORGANIZATION DESCRIPTION**

The Partnership for the Delaware Estuary (PDE) is a nonprofit organization established in 1996 to take a leadership role in protecting and enhancing the Delaware Estuary, where fresh water from the Delaware River mixes with salt water from the Atlantic Ocean. It is one of 28 congressionally designated National Estuary Programs throughout the coastal United States working to improve the environmental health of the nation's estuaries. Its staff works with partners in three states to increase awareness, understanding, and scientific knowledge about the Delaware Estuary, the region's most important cultural, economic, and recreational resource. Visit us on the web:

[www.delawareestuary.org](http://www.delawareestuary.org)

### **GENERAL FUNCTIONS**

Under the direction of the Science Director, the Habitat Project Coordinator will work part time (approximately 24hrs/week) and oversee a portion of habitat enhancement projects being implemented by PDE, broadly promote the use of native species and ecological principles in habitat projects, and assist with strategic planning and grant-writing for research, monitoring and on-the-ground restoration projects. Examples include providing technical assistance to corporate and community partners to implement and promote habitat and water quality projects using best practices. They also include assisting the Restoration Coordinator with planning and implementation of PDE restoration projects such as those undertaken as part of the Delaware Estuary Living Shorelines Initiative. The coordinator will coordinate partners, order project materials, prepare permits, perform data analysis, prepare reports, and assist with project meetings.

### **REQUIRED SKILLS & EXPERIENCE**

1. Bachelor's degree from an accredited college in a life or environmental science field; Master's degree preferred.
2. 3-5 years experience, including experience with restoration project implementation in the field; scientific studies of project performance and permit experience a plus.
3. General understanding of environmental sciences and ecology including knowledge of native species of the Delaware Estuary, the Natural Vegetation Classification System, and watershed and ecological restoration principles.
4. Knowledge of Microsoft Office suite, GIS, and data entry and analysis; statistics and website design experience a plus.
5. Excellent written/oral communication skills; technical writing experience (reports or publication); experience with oral technical presentations.
6. Experience in planning, design and implementation of habitat restoration projects including

tactics to improve wildlife habitat, promote good storm water management, and enhance coastal resilience.

7. Strong organizational skills, including the ability to manage project logistics such as travel, materials, and partner support (including volunteers) for work at sites throughout the estuary and timed to coincide with tides and weather.
8. Ability to work cooperatively on a team and independently on office and data tasks.
9. Valid United States driver's license.

### **JOB FUNCTION**

The Habitat Project Coordinator will report to the Science Director and will work to develop, execute and manage habitat and water quality improvement projects that advance PDE strategic goals. Tasks include:

1. Working with community and corporate partners to develop and implement projects to enhance wildlife habitat and/or improve water quality (e.g. rain gardens, tree/meadow plantings), in close collaboration with PDE Development staff.
2. Working with the Restoration Coordinator to provide logistical support for the planning, design, permitting, and community outreach associated with PDE restoration projects, such as those undertaken as part of the Delaware Estuary Living Shoreline Initiative.
3. Assist other Partnership staff and programs as needed and as scheduling permits. This may include but is not limited to: leading or assist with writing technical reports, scientific papers, and grant proposals for restoration and habitat projects; representing PDE in regional technical workgroups (e.g., Regional Sediment Management Workgroup); forging links with regional professional societies that can benefit PDE habitat enhancement efforts (e.g. Society for Ecological Restoration, American Water Resources Agency); and assisting with PDE events and outreach programs.

### **EFFECT ON END RESULTS**

As a result of the effective work of the Habitat Restoration Coordinator, the PDE will continue to sustain and build its habitat enhancement programs to benefit the health of the Delaware Estuary and its watershed.

## Habitat Project Coordinator

The Partnership for the Delaware Estuary, a regional environmental nonprofit organization based in Wilmington, Delaware, seeks a part-time (approximately 24hrs/week) Habitat Project Coordinator to aid in its scientific and restoration initiatives including research, monitoring, and habitat enhancement projects. The Habitat Project Coordinator will work closely with the Science Director, Restoration Coordinator, and other staff to facilitate on-the-ground implementation of diverse habitat enhancement and water quality improvement projects. Experience with grant-writing, technical reporting, scientific research, field work, project coordination, and on-the-ground restoration implementation is essential. A more detailed description is attached.

Interested applicants are encouraged to submit a resume and names/addresses of two references by **December 24, 2014**, to: Partnership for the Delaware Estuary, 110 South Poplar Street, Suite 202, Wilmington, DE 19801; by fax to (302) 655-4991; or by e-mail to [dkreeger@DelawareEstuary.org](mailto:dkreeger@DelawareEstuary.org).

Partnership for the Delaware Estuary is an equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability. Candidates must be able to work legally in the United States.