POSITION DESCRIPTION

Science Technician

Primary Objective
The Delaware Center for the Inland Bays (Center) seeks a motivated professional to support scientific research and restoration efforts. The Science Technician (ST) works under the direct supervision of the Manager of Estuary Science, under the supervision of the Director of Estuary Science and Restoration. The ST works both independently and collaboratively with other Center staff, scientific partners, volunteers and contractors to implement research, monitoring, and restoration projects in the Center’s work plan. He/she will conduct field work, basic chemistry, restoration and monitoring projects, manage the Center’s monitoring equipment, collect and analyze data, obtain permits and assist with preparation of reports and technical documents. This is an entry level position and the Center supports professional development of people from diverse backgrounds.

Preferred Qualifications

- Associate or Bachelor’s degree in environmental or marine science, ecology, biology, chemistry or a related field
- Knowledge/skill in collecting and analyzing scientific data in a field or laboratory setting.
- Proficient with technical equipment and knowledgeable with computer software (including Microsoft Word/Excel, Access, Powerpoint and GIS)
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Demonstrated ability to work well independently and in multi-disciplinary teams.
- Proficient in problem solving.
- Ability to operate small boats.

Principal Duties and Responsibilities

- Leads and participates in field work to collect research and monitoring data.
- Operates, calibrates, and maintains scientific equipment.
- Data management and statistical analysis data.
- Ensures compliance with all Standard Operating Procedures and Quality Assurance Plans. Updates these as needed.
- Assists with preparation of technical reports and prepares presentations on projects as directed. Assists staff with preparation of other reports, proposals, and outreach materials as needed.
● Works independently and with others, while communicating with the Manager of Estuary Science and Director of Estuary Science and Restoration.
● Attends biweekly staff meetings. Reports on project progress as required. Completes and submits all requested administrative documents, on time.
● Assists the Community Science Manager in support of participatory science programs, such as horseshoe crab and inshore fish surveys.
● Assists partners, such as scientists, regulators and landowners with access, data monitoring, or other needs.
● Conducts program administrative tasks, including meeting scheduling and preparation, preparation of meeting notes, purchasing, responding to constituent enquiries, and maintenance of program files.

Knowledge, Skills, and Abilities
● Knowledge of sampling, monitoring and testing techniques.
● Knowledge of analyzing and evaluating data.
● Good writing and interpersonal communication skills.
● Strong organizational ability. Demonstrated attention to details.
● Working knowledge of using computerized information systems to enter, update, modify, delete, retrieve/inquire and report on data.
● Working knowledge of Microsoft Office applications, including Word, Excel, and Access. Working knowledge of GIS.
● Ability to operate small boats.
● Skill working in a service oriented team environment with understanding of roles and responsibilities of team members.
● Skill in adapting to changes in workload.
● Ability to work in the outdoors in a variety of environments and weather situations, including in small boats.
● Strong capacity to continue to learn and train in professional proficiencies.

Salary Range
$35,000 to $45,000; salary is commensurate with experience. The Center offers a competitive benefits package that includes generous paid vacation days and paid holidays, health insurance (medical, dental, vision), 401(k) with profit sharing, and more.

Physical Demands and Work Environment
This position is 40 hours per week, with a typical work schedule of five, eight-hour working days. Work is performed in both an office environment and in the field, and not suitable for fully remote work. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 25 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain,
in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule and weekly telework is permitted. The position is subject to the Center's Office Policy Manual.

To Apply

Email resume or CV with cover letter in a single PDF file to hiring@inlandbays.org. Applications will be accepted until August 25.

About the Center

The Center is a private non-profit organization headquartered at the Indian River Inlet in Delaware Seashore State Park near Rehoboth Beach, Delaware. The Center is a community-collaborative National Estuary Program that has successfully worked in partnership to protect and restore the Inland Bays since 1994. It is the mission of the Center to preserve, protect, and restore Delaware’s Inland Bays and their watershed. The Center achieves this through science-based research, restoration, education, outreach, public policy, and advocacy. The Center is funded by a wide array of public and private grants and donations, each with their own rules and restrictions, which support a variety of research, education, and water quality restoration projects.

The Center for the Inland Bays is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.