

POSITION DESCRIPTION

Data Coordinator

Primary Objective

The Delaware Center for the Inland Bays (Center) seeks a motivated professional to coordinate and manage data resources related to scientific research. The Data Coordinator (DATA) works under the supervision of the Director of Estuary Science and Restoration. The DATA works both independently and collaboratively with other Center staff, scientific research partners, volunteers and contractors to implement research, monitoring, and restoration projects in the Center's workplan. They will participate in public meetings with the community, targeting historically underserved populations. They will collect and analyze data, assist with data quality control, produce maps using GIS, present scientific topics to non-scientific audiences and write reports. They may conduct field work, manage participatory science volunteers, conduct literature reviews, and write peer-reviewed publications and technical documents.

Preferred Qualifications

- Bachelor's degree in environmental or marine science, ecology, biology, or a related field. Master's degree preferred.
- Demonstrated experience collecting and analyzing scientific data in a field or laboratory setting. Proficient with technical equipment and computer software (including Microsoft Office, R and GIS).
- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Demonstrated ability to work well independently and in multi-disciplinary teams.
- Values creativity, initiative and working toward shared goals.
- Proficient in problem-solving.

Principal Duties and Responsibilities

- Works in a collaborative team environment with science, education, outreach, development, and policy staff to implement the Center's workplan.
 - Works independently and with others
 - Communicates and strategizes with the Science and Restoration team
 - Supports the Participatory Science program
 - Manages interns and volunteers to implement the Science program

- Assists in development for Center-wide goals and objectives, especially for building coastal resilience in historically underserved portions of our watershed.
- Conducts data management and analysis. Conducts statistical tests for own work and other staff.
- Prepares maps suitable for publication and conducts geospatial queries using ArcGIS.
- Operates, calibrates, and maintains equipment.
- Develops, writes, audits and ensures compliance with Quality Assurance Project Plans.
- Writes technical reports and prepares presentations on projects as directed. Assists staff with preparation of other reports and outreach materials as needed.
- Conducts literature reviews, methodological development, etc. which may require establishing contacts with outside programs or agencies, to establish scientifically valid, peer-reviewable deliverables.
- Manages volunteers and contractors involved in research, monitoring or restoration projects.
- Attends staff meetings. Reports on project progress as required. Completes and submits all requested administrative documents, on time.

Knowledge, Skills, and Abilities

- Proficient in GIS.
- Working knowledge of using computerized information systems to enter, update, modify, delete, retrieve/inquire and report on data.
- Excellent written and oral communication skills, including knowledge of technical report writing.
- Proficient in analyzing and evaluating data, including the use of R.
- Working knowledge of Microsoft Office applications, including Word, Excel and PowerPoint.
- Skill working in a service-oriented team environment with understanding of roles and responsibilities of team members. Ability to establish and maintain professional networks.
- Ability to work 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

\$45,000 to \$54,000; salary is commensurate with experience. The Center offers a competitive benefits package that includes 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 a two-year term position, with continuation contingent on funding. 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, but may be suitable for flexible 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 hire@inlandbays.org. Applications will be accepted until January 19th.

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.