



Habitat Restoration Coordinator

Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for 30 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located approximately 25 miles southeast of downtown Houston in the Clear Lake area. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title: Habitat Restoration Coordinator

Reports to: Director of Conservation

Classification: Full-time, exempt

Salary and benefits: Salary commensurate with experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual

Summary:

The Habitat Restoration Coordinator oversees the direction and administration of GBF's community-based habitat restoration activities. Through these programs, GBF restores lost or degraded habitats as well as guides others in implementing projects and best management practices that preserve and enhance the Bay. This community-based approach involves working with private landowners, business owners, municipalities, and others in restoring critical habitats. A major focus area for this position is oversight of GBF's oyster reef restoration program, including the oyster shell recycling, gardening, and reef restoration projects. In addition, the position provides key technical duties related to project site permitting, monitoring plan development, data management, and mapping, as well as outreach duties. The position is well-suited to someone who can manage multiple projects independently and who enjoys a good mix of "behind the scenes" project management duties and field work.

Key Duties and Responsibilities:

- Habitat restoration program planning and administration
 - Coordinating and leading habitat restoration projects, currently focusing on GBF's ongoing oyster reef restoration projects around Galveston Bay
 - Overseeing the implementation of projects/programs by field staff and assisting with field events/activities, as necessary
 - Managing grants and contracts, tracking budgets, writing progress reports, and maintaining open communication and good relations with funding agency contacts
 - Writing grant proposals for future funding, either on own or in conjunction with development staff
 - Conducting public outreach and developing outreach materials in support of restoration projects/programs
- Technical document preparation and tracking
 - Applying for, renewing, and tracking the status of all restoration project permits (U.S. Army Corps of Engineers), site leases (Texas General Land Office), and transplant permits (Texas Parks and

- Wildlife Department)
- Creating project site monitoring plans
- Data management and tracking
 - Logging outputs/results of all habitat restoration activities in a timely manner
 - Ensuring accuracy and integrity of data
 - Mapping restoration projects using GPS equipment, GIS software, Google Earth, etc.
- Site coordination for GBF's community-based events
 - Planning site logistics for events such a Marsh Mania, Trash Bash, etc., alongside the Volunteer Programs Coordinator

Key Qualifications:

- Bachelor's degree required in a field of study such as marine biology, marine science, environmental science, or a related field
- Minimum of two (2) years of professional experience; nonprofit experience a plus
- Habitat restoration experience, with some knowledge of oyster ecology and/or living shorelines preferred
- Project management experience, including tracking progress and writing reports, tracking expenses and budgets, and writing grant proposals preferred
- Technical experience in GIS software, GPS equipment, and agency permitting processes strongly preferred
- Proficiency in Microsoft Office software including Word, Excel, and Outlook required
- Exceptional communication skills, both verbal and written, as well as strong interpersonal skills, including the ability to develop and manage productive relationships with staff, consultants, partners, and the community
- Ability to work on multiple projects at once, meet deadlines, and adaptively manage projects/programs

To apply, email cover letter and resume to jobs@galvbay.org by Friday, September 15, 2017. Please reference position title in subject line of email.

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