



## Water Quality Programs Coordinator

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### 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](http://www.galvbay.org) or find us on social media.

<b>Position title:</b>	Water Quality Programs Coordinator
<b>Reports to:</b>	Water Quality Manager
<b>Classification:</b>	Full-time, exempt
<b>Salary range:</b>	\$35,000 to \$40,000, depending on experience. Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual

### Summary:

The Water Quality Programs Coordinator position serves to directly engage the local citizenry in monitoring Galveston Bay. One of the position's most essential responsibilities is the oversight of GBF's Water Monitoring Team, a group of 60+ volunteers who are trained to collect monthly data at sites around Galveston Bay. The position also helps facilitate the Galveston Bay Action Network, which is GBF's innovative webpage and mobile application that allows citizens to report pollution events directly to the proper authority. In addition, the position assists with water quality data analysis and presentation, including developing unique ways to communicate these data through outreach and marketing materials, social media and web content, as well as scientific writing. The position is well-suited to someone who can manage multiple projects independently, enjoys working with and presenting to diverse audiences and volunteers, has a dynamic personality, and thrives on team collaboration.

### Key Duties and Responsibilities:

- Managing GBF's Water Monitoring Team:
  - Providing volunteers with training, guidance, supplies, and data management
  - Building relationships with and among volunteers on the team
  - Coordinating schedules for Water Monitors to drop off and Volunteer Lab Assistant to receive and process bacteria samples
  - Ensuring the accuracy and integrity of all water monitoring data on an ongoing basis
  - Promptly preparing and delivering sampling results to volunteers and other stakeholders
  - Working with the Water Quality Manager to communicate the data to various stakeholders and community groups
  - Upholding GBF's Quality Assurance Project Plan for volunteer water quality monitoring
  - Co-leading Water Quality Research Internships with Water Quality Manager
- Helping run GBF's Galveston Bay Action Network (GBAN) pollution reporting app:
  - Facilitating communication with and among GBAN partners to ensure tool meets their needs

- Recruiting new partners to tie into and receive citizen pollution reports from GBAN
- Promoting GBAN across the region and training citizens how to properly submit reports
- Promptly responding to questions and working closely with developer to complete any improvements or maintenance needed based on feedback from citizens, partners, and GBF staff
- Assisting with other GBF water quality programmatic data, including:
  - Analyzing GBF boater perception surveys collected through GBF's Dockwalker program
  - Creating deliverables to communicate data to desired audiences
- Managing special projects as assigned by Water Quality Manager

**Key Qualifications:**

- Bachelor's degree in water resource management, environmental science, or related fields
- At least one (1) year of professional experience in environmental science; experience in environmental outreach and volunteer management preferred; nonprofit experience a plus
- Background in applied water quality concepts, field and laboratory skills, and data management required
- Highly energetic and motivated personality with the ability to identify and respond to operational issues, specifically with managing volunteer and data management systems
- Strong organizational skills, a keen eye for detail, and quality control are imperative, as well as being able to multi-task and work on multiple projects at once
- A commitment to customer service; excellent interpersonal and communication skills, both verbal and written
- Demonstrated success in working in a team-oriented environment as well as ability to work independently, once trained
- Proficiency in Microsoft Office software including Word, Excel, and Outlook; Access preferred

**To apply, email cover letter and resume to [jobs@galvbay.org](mailto:jobs@galvbay.org) by Friday, September 15, 2017. Please reference position title in subject line of email.**

*The Galveston Bay Foundation is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.*