



WATER PROTECTION COORDINATOR

ORGANIZATIONAL INFORMATION

The Galveston Bay Foundation (GBF) is a nonprofit conservation organization that has worked for over 37 years to preserve and enhance one of the nation's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land conservation, habitat restoration, water protection, education, and advocacy. Our office is located in Kemah, Texas. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

Position title:	Water Protection Coordinator
Reports to:	Water Protection Manager
Classification:	Full-time, exempt
Compensation:	\$42,000-\$47,000 (<i>salary commensurate with experience</i>) Benefits package includes health insurance options, long-term disability insurance, retirement savings with company match, and paid time off accrual.

POSITION SUMMARY

The Water Protection Coordinator will work with the Water Protection Manager to implement participatory science programming, water conservation initiatives, and pollution-prevention strategies. This position is specifically focused on community-based water protection activities throughout the Galveston Bay Estuary.

KEY DUTIES AND RESPONSIBILITIES

- Oversee the Rain Barrel Program and conduct community workshops to educate the public on water conservation initiatives and distribute rain barrels
- Coordinate shoreline and on-water cleanup events for volunteer groups at various locations throughout Galveston Bay and the adjacent tributaries
- Assist with annual, partner-led cleanups such as Abandoned Crab Trap Removal, Trash Bash, and Adopt-A-Beach
- Assist with volunteer-driven field surveys such as NOAA Marine Debris Surveys, TX Stream Teams Water Quality Monitoring, Nurdle Patrol, and EPA Escaped Trash Assessment Protocol Surveys
- Conduct data entry, quality checks, analysis, and data visualization associated with survey/monitoring data collected by volunteers, staff, and partners
- Engage stakeholders and conduct outreach related to Water Protection programming (e.g. tabling at community events, presentations, workshops, yearly reports, newsletters, etc.)
- Assist Water Protection Manager with program planning, supply management, grant reporting, and special projects as needed

**Please note, some travel and occasional nights and weekends may be required.*

QUALIFICATIONS

The position is well-suited to someone who can manage multiple projects independently and enjoys a combination of volunteer and event coordination, data management, as well as field work.

Required qualifications include:

- Bachelor's degree in water resource management, environmental science, or related field
- 1-2 years of professional experience in environmental science, environmental outreach, and/or volunteer management
- Data management experience
- Field work experience, particularly in the coastal environment/on the water
- Strong interpersonal and communication skills, both verbal and written, including the ability to develop and manage productive relationships with staff, volunteers, and partners
- Demonstrated success in working on a team as well as the ability to work independently
- Proficient with Microsoft Office software (Outlook, Word, Excel, PowerPoint)

Preferred qualifications include:

- Experience driving/operating trucks and trailers (boat experience is a plus)
- Experience analyzing data and writing scientific, technical, or grant reports
- Basic knowledge of ArcGIS products and Google Earth

The position will remain open until filled. Only qualified applicants will be considered. To apply, email cover letter and resume to jobs@galvbay.org. Please reference position title in subject line of email.

The Galveston Bay Foundation is committed to celebrating diversity and promoting an inclusive workplace environment. We respect and value the differences of people and actively work to ensure fair and equal treatment of our employees and constituents regardless of differences in race, ethnicity, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. It is key that our staff, board, volunteers, supporters, and programs are inclusive and reflective of the people of Texas and our Galveston Bay region. These efforts make Galveston Bay Foundation stronger and more resilient and truly able to serve Galveston Bay for generations to come.