

Organizational Information:

The Galveston Bay Foundation (GBF) is a nonprofit organization that has worked for 35 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 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 Quality Programs Coordinator
Reports to:	Community Programs Manager
Classification:	Full-time; exempt
Start Date:	June 2022
Compensation:	\$42,500 to \$47,500, 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 engage the Houston-Galveston community in water quality issues affecting Galveston Bay. The position's most essential responsibility is the management of GBF's Water Monitoring Team, a citizen science program in which trained volunteers collect monthly water quality data at shoreline locations around Galveston Bay. In addition to recruitment, training, and coordination tasks related to the team, this position also oversees water quality data analysis, visualization, and presentation. This may include developing unique ways to communicate water quality data through outreach and marketing materials, social media and web content, presentations, or scientific writing.

The position is well-suited to someone who can manage multiple projects independently, has a keen eye for detail, enjoys working with and presenting to diverse audiences and volunteers, has a dynamic personality, and thrives on team collaboration.

Key Duties and Responsibilities:

- Manage GBF's Water Monitoring Team:
 - Manage team volunteers, including recruiting new volunteers, providing volunteers with training, guidance, support, and supplies, and authoring a monthly team newsletter
 - Coordinate schedules for Water Monitors to drop off and Volunteer Lab Assistants to receive and process bacteria samples
 - Data management tasks to uphold GBF's Quality Assurance Project Plan to ensure the accuracy and integrity of all water monitoring data
 - Maintain laboratory supplies and organization
 - Identify sampling locations with water quality issues and work with Community Programs Manager to determine next steps
 - Implement creative data sharing ideas to deliver sampling results to volunteers and other stakeholders, in addition to ongoing data sharing through existing online portals
- Manage the GBF rain barrel program and related water conservation outreach
- Maintain documents, training, and contact list for possible water quality sample collection during an emergency spill response
- Provide support to other GBF water quality programs as needed, including leading or assisting with special

projects as assigned by the Community Programs Manager

Key Qualifications:

- Bachelor's degree in water resource management, environmental science, or related field
- At least one (2) years of professional experience in environmental science, environmental outreach, and volunteer management preferred. Nonprofit experience a plus
- Background in applied water quality concepts, field and laboratory skills, and data management required
- Experience with statistical analysis and utilizing data to answer research questions
- Highly 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

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.

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.