

## POSITION DESCRIPTION

**POSITION TITLE** Oyster Conservation Coordinator  
**JOB TITLE/#** Conservation/ 450002  
**SALARY GRADE** 2



**LOCATION** Newmarket, NH (Great Bay Office)  
**DATES** February- April (Part Time: 20 hours per week)  
May-October (Full-time: 35 hours per week)

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**ESSENTIAL FUNCTIONS** The Oyster Conservation Coordinator will assist the Coastal and Marine Program with all aspects of oyster conservation activities. This position reports to the Coastal and Marine Program Director.

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- RESPONSIBILITIES & SCOPE**
- Coordinate an existing community volunteer program for growing oysters on private docks including scheduling activities, meeting with volunteers, and providing training.
  - Assist in restoration activities including shell processing, hatchery assistance, reef monitoring, data collection, tracking of program results, and formulating reports.
  - Assist with other restoration monitoring activities which may include video monitoring and specimen collection.
  - Work in variable weather conditions, on difficult and hazardous terrain, and under physically demanding circumstances.
  - Requires considerable physical exertion and/or muscular strain.
  - Makes day to day decisions as delegated by supervisor.
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- MINIMUM QUALIFICATIONS**
- High school diploma and 1 years' experience in a science-related field such as Biology, Conservation, Environmental Studies or Marine Biology.
  - Working knowledge of common software applications including Microsoft Word, Excel.
  - Experience coordinating the work of other individuals such as students, volunteers, staff, etc.
  - Attentive to detail, well-organized, energetic, and self-motivating.
  - Ability to communicate clearly via written, spoken, and graphical means.
  - Ability to complete multiple tasks independently within assigned timeframes.
  - Experience coordinating information from multiple sources into databases including data entry, data analysis and report production.
  - Experience working in and contributing to a positive and collaborative work environment.
  - Ability to perform physical work.
  - Valid driver's license and compliance with Conservancy's Auto Safety Program (see Auto Safety Policy section)
  - Willingness to work with minors and ability to meet internal Youth Safety qualification standards.
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- PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE**
- B.S. degree and/or coursework in Biology, Marine Biology, Conservation Biology, and/or Environmental Studies.
  - Small boat operation experience.
  - Experience working in the marine environment
  - Experience to self-start, take initiative, and confidence to ask questions and seek input
  - Strong organizational skills
  - Experience to manage time and diverse activities under deadlines while delivering quality results
  - Experience in positive engagement with people of diverse ages and backgrounds.
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*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*

- Experience in maintaining situational awareness, including ability to objectively assess risks and make decisions based on employment of sound judgment.
- Experience working productively and efficiently on one’s own (e.g., a “self-starter”), including ability to independently plan, organize, problem solve and adapt to shifting demands.
- Experience accepting and following instructions, as well as effectively communicating the need for greater clarity or explanation when circumstances demand.

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<b>ORGANIZATIONAL COMPETENCIES</b>	Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
	Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the fact of uncertainty.
	Interpersonal Savvy	Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.
	Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
	Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.
	Produces Results	Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.

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*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

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