



601 Embarcadero, Suite 11
Morro Bay, CA 93442
www.mbnep.org

Monitoring Coordinator Position Announcement

Job Description. The Monitoring Coordinator implements monitoring projects for the Estuary Program monitoring program, trains volunteers, manages data, and communicates findings to the general public and partner organizations. He/she reports to the Assistant Director and is an ambassador for the Estuary Program, serving as a liaison to our many Volunteer Monitoring Program volunteers.

The Organization. The Morro Bay National Estuary Program brings citizens, local governments, non-profits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, not-for-profit organization that conducts monitoring and research, restores natural habitats, and educates residents and visitors on how to keep Morro Bay clean and healthy. The Morro Bay National Estuary Program is one of 28 national estuary programs around the country that are working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. For more information about the program, visit www.mbnep.org.

Duties and Responsibilities.

- Volunteer and Field Staff Coordination: Recruit, train and coordinate volunteer habitat and water quality monitors. Coordinate equipment maintenance and repairs, laboratory analysis, and other aspects of the monitoring. Provide oversight of volunteer monitors for technical and safety aspects.
- Geographic Information System Management: Maintain ArcMap database of monitoring locations. Analyze data and create maps to show findings spatially. Collect GPS field data, conduct screen digitizing. Advise other MBNEP staff on use of GPS field equipment and ArcMap applications for analyses.
- Data Management: Manage monitoring and quality assurance data using spreadsheets and databases. Work with other MBNEP staff to interpret data for project summary reports and for the public.

Minimum Qualifications.

- BA/BS and relevant work experience in forestry, natural resources, environmental science or related field
- Experience with environmental fieldwork in inclement conditions
- Experience with detailed data management using Excel and Access



601 Embarcadero, Suite 11
Morro Bay, CA 93442
www.mbnep.org

- Experience working with geospatial modeling applications and GPS data collection
- Ability to hike and work outside in inclement weather conditions
- Must be able to carry up to 50 lbs and traverse over rough terrain to remote field sites
- Must be detailed-oriented and able to manage multiple responsibilities

Preferred Qualifications.

- Knowledge of statistical analysis of environmental data
- Knowledge of quality assurance procedures and protocols
- Experience in the technical areas of water quality monitoring, surface flows, suspended sediment and bioassessment
- Ability to operate 4-wheel drive truck and ATV
- Experience working in the environmental conservation field and with small non-profit organizations

Pay, Benefits, & Work Environment. This is a non-exempt, half-time position with a negotiable hourly rate starting at \$18/hour, depending on experience. Benefit package includes sick leave. Casual office environment. Occasional evening and weekend work within the county, indoors and outside. This position has a strong field component with at least 30% time spent outdoors. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a non-profit corporation that provides the administrative framework for the Estuary Program.

How to Apply. Submit a resume and cover letter to the Morro Bay National Estuary Program. Email submissions preferred. Please send to staff@mbnep.org, subject line – *Monitoring Coordinator Application*. Applications are due by **Wednesday, March 30 at 4 p.m.** Proof of valid driver's license, insurance, clean driving record and reliable transportation required for employment. The Bay Foundation is an equal opportunity employer.