



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

Monitoring Projects Manager Position Announcement

Job Description. The Monitoring Projects Manager plans and implements monitoring projects for the Estuary Program, supervises staff and volunteers, and oversees data management, analysis, and reporting. The position will be focused on the watershed, overseeing monitoring to assess water quality and flow conditions in local creeks. The Monitoring Projects Manager reports to the Assistant Director and is an ambassador for the Estuary Program, serving as a liaison to our many partners and Volunteer Monitoring Program volunteers.

The Organization. The Morro Bay National Estuary Program brings citizens, local governments, nonprofits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, nonprofit 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 Supervision:** Manage monitoring staff and volunteers to ensure efficient and accurate data collection.
- **Surface Water Monitoring Oversight:** Manage monitoring efforts by staff and volunteers for water quality and flow monitoring in local creeks.
- **Project Management:** Assist in developing and implementing monitoring efforts. Develop and track budgets and schedules.
- **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. Support other staff on use of GPS field equipment and ArcMap applications for analyses.
- **Data Management, Analysis, and Reporting:** Oversee data management and quality assurance tasks using spreadsheets and Access databases. Coordinate with contracted laboratories. Compile and submit the data to the California Environmental Data Exchange Network. Work with other staff to interpret data and develop content for technical and general public audiences.



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Minimum Qualifications.

- BA/BS in natural resources management, environmental science, biology, or related field
- Three to five years of relevant work experience, including some supervision experience
- Experience with surface water hydrology concepts and fieldwork, including water quality monitoring and surface flows
- Experience with environmental fieldwork in inclement conditions and following safety protocols
- Experience with detailed data management using Excel and Access
- Experience working with geospatial modeling applications and GPS data collection
- Ability to hike and work outside in inclement weather conditions
- Ability to swim
- Comfortable on water in kayaks, paddleboards, and other watercraft
- Must be able to carry up to 50 lbs and traverse over rough terrain to remote field sites
- Must be detail-oriented and able to manage multiple responsibilities

Preferred Qualifications.

- Experience with developing and tracking budgets and managing project tasks
- Knowledge of statistical analysis of environmental data
- Knowledge of quality assurance procedures and protocols
- Experience with bioassessment monitoring per California state protocols
- Ability to operate 4-wheel drive truck
- Experience with marine field work
- Experience working in the environmental conservation field and with small nonprofit organizations

Pay, Benefits, & Work Environment. This is a non-exempt, full-time position with an hourly rate of \$20 to \$23/hour, depending on experience. The preferred start date is April 5. Benefit package includes sick leave, paid vacation, and holidays. Group health insurance, optional Flexible Spending Accounts, and simple IRA retirement savings plan with employer match provided. Casual office environment. Position is currently primarily remote, but must be located in the San Luis Obispo County area for fieldwork and for eventual in-person return to the office. Required safety protocols for all staff follow current COVID-related public health guidance. Occasional evening and weekend work within the county, indoors and outside. This position has a strong field component with at least 30% of time spent outdoors. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit that provides the administrative framework for the Estuary Program.



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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 Projects Manager Application*. Applications are accepted until **Friday, March 12 at 4 p.m.** and will be reviewed on a rolling basis. The position is expected to be filled before the application closing date. Proof of valid driver's license, insurance, clean driving record (DMV report), and reliable transportation must be provided before a final offer will be made. The Bay Foundation is an equal opportunity employer and is committed to building a team that represents a variety of backgrounds, perspectives, and skills.