

## **Monitoring Coordinator Position Announcement**

### **Position Overview**

The Morro Bay National Estuary Program is seeking a Monitoring Coordinator to support and implement monitoring projects. This position trains volunteers, manages data, and communicates findings to the general public and partner organizations. Their work will be focused on monitoring water quality and flow conditions in local creeks, with some seasonal work in the estuary. This position reports to the Monitoring Projects Manager and is an ambassador for the Estuary Program, serving as a liaison to our volunteers.

### **About the Organization**

The Morro Bay National Estuary Program brings the community, local governments, nonprofits, 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](http://www.mbnep.org).

### **Duties and Responsibilities**

These are the anticipated duties and responsibilities. Other duties may be assigned.

#### **Monitoring & Coordination (70%)**

- Conduct and coordinate monitoring of water quality and flow in local creeks. (Approximately 80% of field time.)
- Conduct seasonal fieldwork in Morro Bay to monitor eelgrass and other habitats. (Approximately 20% of field time.)
- Coordinate, oversee, train, and recruit water quality monitoring volunteers.
- Calibrate, maintain, and troubleshoot monitoring equipment.
- Conduct simple lab analysis for bacteria and other analytes.
- Conduct quality assurance tasks to ensure data quality.
- Support restoration project monitoring and maintenance activities as needed including invasive species management and plant surveys.

#### **Data Management & Analysis (30%)**

- Manage monitoring and quality assurance data using spreadsheets and databases.
- Support data analysis to share monitoring results in memos, reports, blog posts, etc.
- Use GIS mapping software as needed to analyze results spatially.

### Minimum Qualifications

- BA/BS in natural resources management, environmental science, biology, or related field
- One to two years of relevant fieldwork experience following safety protocols
- Experience with surface water hydrology concepts and fieldwork, including water quality and surface flow monitoring
- Experience with detailed data management
- Ability to hike and work outside in inclement weather conditions
- Must be able to swim, and 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 detailed-oriented with strong organization skills and ability to manage multiple responsibilities
- Strong communication skills, flexibility, and problem-solving skills

### Preferred Qualifications

- Experience using monitoring equipment to measure basic water quality (temperature, pH, turbidity, dissolved oxygen, conductivity, nutrients), stream flow velocity, surface water elevation, slope, etc.
- Experience coordinating and working with volunteers
- Experience with detailed data management using Microsoft Excel and Access
- Experience working in a lab setting
- Experience with statistical analysis of environmental data
- Knowledge of quality assurance procedures and protocols
- Knowledge of basic mapping principles or experience using ESRI software

### Pay, Benefits, & Work Environment

This is a non-exempt, full-time position with an hourly rate of \$24 to \$27/hour depending on experience, with a preferred start date of September 15.

#### Benefits:

- Paid sick leave, vacation, and holidays
- Group health insurance
- Optional Flexible Spending Accounts
- Work from home and cell phone stipends
- SIMPLE IRA retirement savings with employer match
- Flexible work schedules within a casual, collaborative office environment

#### Work Expectations:

- Flexibility to work remotely for portions of the schedule
- Regular in-person participation required for office work, fieldwork, and volunteer engagement throughout Morro Bay and San Luis Obispo County
- Indoor and outdoor work required, with at least 30% of time spent in field, depending on time of year
- Occasional evening and weekend hours

Estuary Program staff are employees of **The Bay Foundation of Morro Bay**, a nonprofit that provides the administrative framework for the Estuary Program.

### How to Apply

To apply, please submit the following materials:

- A cover letter describing your interest in the position and relevant experience
- A current resume

Please submit application materials in PDF format to [staff@mbnep.org](mailto:staff@mbnep.org), with the **subject line: Monitoring Coordinator Application**. The Estuary Program would like to fill the position as soon as possible; the review and selection process will proceed as applications are received. Applications are accepted until **Friday, August 29 at 4 p.m.**

### Eligibility:

To be eligible for this position, you must meet the following requirements:

- Able to provide proof of valid driver's license, insurance, clean driving record (DMV report).
- Must have access to a reliable personal vehicle for transportation.
- Able to successfully complete a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees are required to meet Bay Foundation policies regarding working with minors.
- All offers of employment are contingent upon meeting these requirements before a final offer is made.

The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, religious creed, sex, and sexual orientation.