



601 Embarcadero, Suite 11  
Morro Bay, CA 93442  
[www.mbnep.org](http://www.mbnep.org)

## **Monitoring Coordinator Position Announcement**

**Job Description.** The Monitoring Coordinator implements monitoring projects for the Estuary Program, trains volunteers, manages data, and communicates findings to the general public and partner organizations. His/her work will be focused on the watershed, conducting monitoring to assess water quality and flow conditions in local creeks. 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, 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.**

- **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.
- **Fieldwork:** Lead staff and volunteers in conducting water quality and flow monitoring in local creeks and habitat monitoring in the bay.
- **Geographic Information System Management:** Maintain ArcMap database of monitoring locations using ArcGIS Pro and/or ArcMap 10.8. Analyze data and create maps to show findings spatially. Collect GPS field data, conduct screen digitizing. Support 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 and write content for project summary reports and for the public.
- **Restoration Project Support:** Conduct restoration project monitoring and maintenance activities including plant surveys, wildlife camera maintenance, etc.



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### **Minimum Qualifications.**

- BA/BS (or senior standing) and relevant work experience in natural resources management, environmental science, biology, or related field
- 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 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 hydrology and bioassessment
- Experience working with hydrology equipment in the field
- Ability to operate 4-wheel drive truck and ATV
- Experience with marine field work
- Experience coordinating teams (e.g., volunteers)
- Experience working in the environmental conservation field and with small non-profit organizations

**Pay, Benefits, & Work Environment.** This is a non-exempt, full-time position with an hourly rate of \$18.44/hour and a preferred start date of the earliest possible date in October. 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. While position is currently primarily remote, 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. For a strong candidate, we would consider beginning the position in October at 20 hours/week, increasing to full-time in January 2022. Employee would not be eligible for benefits until they were



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working full-time. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a nonprofit 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](mailto:staff@mbnep.org), subject line – *Monitoring Coordinator Application*. Applications are accepted until **Friday, October 1 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.