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Application Process: Submit Resume, Cover Letter, Three Letters of Reference, and Copy of College Transcript Via **SNAIL MAIL** to Artist Boat, Care Of: John Stokes, P.O. Box 16019, Galveston, Texas 77552 by May 1, 2019. **READY FOR IMMEDIATE HIRE.** Incomplete packets will not be considered.

Title: Habitat and Stewardship Coordinator
FLSA Status: Salaried Exempt
Reports to: Habitat and Stewardship Program Manager, Galveston, Texas
Salary: Commensurate with qualifications
Growth Potential: Assistant or Program Manager in 2 years

Essential Function:

The Habitat and Stewardship Program Coordinator is primarily responsible for assisting the Habitat and Stewardship Program Manager by organizing and maintaining Artist Boat Coastal Heritage Preserve. Important aspects of this position are:

- Maintain the Artist Boat Coastal Heritage Preserve
- Recruit, train, and retain Sea Citizen volunteers
- Organize and implement group volunteer workdays
- Plan and organize Habitat Restoration Adventure Program and on-campus Native-Scaping Program
- Maintain partnerships with a variety of entities to develop and implement habitat management and public access plans in the coastal environment, to restore habitats on barrier islands and Galveston Bay
- Model for Eco-Art Educators and Habitat Specialists' professional standards of program delivery

Summary Duties:

- Artist Boat Coastal Heritage Preserve
 - Responsible for the care and nurturing of the plants in the greenhouse and nursery.
 - Responsible for the mowing of trails, planting areas, and public areas.
 - Responsible for the treating and removal of invasive plant species.
 - Responsible for the clearing of fence lines.
 - Responsible the marking of fence lines to deter trespassers.
 - Responsible the maintenance of all equipment on the Preserve.
 - Maintain manuals for all equipment on the Preserve.
 - Directly works with Eco-Art Educators on Habitat Restoration and Stewardship.
 - Responsible for all components of safety and habitat restoration and stewardship training.
 - Trains Eco-Art Educators on equipment usage and maintains training log.
 - Responsible for plant growth record keeping in the greenhouse and nursery.
- Sea Citizens and Volunteer workdays
 - Responsible for recruiting, training and retaining Sea Citizen volunteers.
 - Responsible for scheduling group workdays and open workdays.
 - Design, implement and deliver grant funded volunteer workdays .
 - Assure collection and record keeping of statistical data on demographics of the grant funded volunteer workdays.
- Habitat Restoration Adventure Program and on-campus Native-Scaping Program
 - Manage, coordinate, design, implement and deliver programs funded by grants or partners to restore habitat (wetlands, dunes, and prairies).

- Design and implement habitat management and public access plans for Artist Boat lands and partner lands (county, city, and individuals).
- Directly assists with the design, implementation, and delivery of Habitat Restoration and Stewardship programming.
- Directly works with Eco-Art Educators on Habitat Restoration and Stewardship.
- Responsible for all components of safety and habitat restoration and stewardship training. Assures collection and record keeping of statistical data on demographics of the Habitat Adventure Program.
- Provides assistance or directly implements design and installation of schoolyard habitat enhancement.
- Outreach
 - Facebook postings
 - Weekly – species of the week, volunteer photos, upcoming open workdays, Sea Citizen orientations.
 - Quarterly – Sea Citizen Orientations – Post at least 8 times before each orientation.
 - Attend events held off site to recruit volunteers, fund raise, or educate the public.
- General
 - Be willing and able to drive own vehicle to destinations through out the Galveston Bay region.
 - Be able to drive a standard truck and tow kayaks and habitat trailers.
 - Be willing to work over 40 hours a week.
 - Any and all tasks to create success for Artist Boat and the Coastal Heritage Preserve.
 - Obtain ACA kayak certification and OSHA required safety certifications within 6 months.
 - Other duties as assigned to further the mission of Artist Boat.

Personality: The Program Coordinator must be a highly motivated individual who is a natural leader that fosters collaboration and partnership; must be a planner who is deadline driven seeking to gain a high level of performance in the field of conservation; and must be able to enjoy working with people as much as being in the field, documenting, and reporting on program achievements and/or data. The “desk” work must be as important as the fieldwork. Driven to develop professionally and willing to seek out opportunities for professional development in the nonprofit sector, art and science literacy, regional goals for Galveston Bay, and national goals for the Gulf of Mexico.

Qualifications: Bachelors of Science in Marine Biology, Nature Resource Management, or Environmental Science; Technical knowledge and ability to design and implement habitat restoration (dunes, prairies, and wetlands); Proficient in Excel. 1 to 3 years experience habitat restoration and conservation; ability to start work on May 13, 2018.

Please send cover letter, resume, copy of transcript (unofficial or official), and three letters from professional references **via snail mail** to Artist Boat, Care Of: John Stokes, P.O. Box 16019, Galveston, Texas 77552. Applications accepted until May 1, 2019. Interviews will be held between April 29 and May 10th. **Must be able to meet in person *Start Date May 13, 2019 followed by two weeks of mandatory training.*** Artist Boat is a small and growing not for profit organization that needs dedicated and contributing employees who are personally committed to the environment and seek growth and leadership opportunities and challenges in order to pursue a life long career in environmental education and conservation. **Each applicant will be emailed a notification that his or her full application has been received. Applications not containing all requested documents will not be reviewed or notified of receipt.**