TEATOWN

1600 Spring Valley Rd
Ossining, NY 10562

P (914) 762-2912
F (914) 762-2890

teatown.org
info@teatown.org

Teatown Lake Reservation
Job Description

Title: Science and Stewardship Coordinator

Salary Range: $45,000 - $55,000 per year

This is a full-time salaried position with a regular work week of Monday-Friday, 7 hours a day, with weekend and evening work required on occasion. Benefits include health, vision, dental, and life insurance as well as a 403(b)-retirement plan.

Summary of Position: Coordinates Teatown's land stewardship and environmental research activities with direction from the Director of Science and Stewardship, including project planning, implementation, and volunteer assignments.

This position reports to the Director of Science and Stewardship and is responsible for the supervision of select interns and community scientist volunteers.

Principle Duties and Responsibilities:

- Assists the Director of Science and Stewardship in setting land management and research priorities.
- Creates a list of volunteer/intern needs for Science and Stewardship based on input from Science and Stewardship staff.
- Assigns projects/tasks for volunteers/interns to meet science and stewardship needs.
- Implements/coordinates select environmental stewardship activities on the preserve in line with expertise.
- Meets bi-weekly with Director of Science and Stewardship to discuss progress with science and stewardship priorities.
- Provides input and helps design environmental research projects at Teatown to help inform land management decisions.
- Conducts ecological monitoring of Teatown to inform select stewardship priorities.
- Participates in public presentations, panels, and professional development.
- Writes reports and provides data to evaluate effectiveness of preserve management strategies as needed.
- Coordinates management priorities among stewardship staff.

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Position Requirements/Qualifications:

- A Master's degree in the field of ecology, conservation biology, natural resources management, environmental science or related field, and/or 5-7 years of appropriate work experience.
- Demonstrated ability to coordinate tasks among stakeholders and/or project participants.
- Minimum 2 years of experience supervising volunteers, students, and/or community scientists to meet project goals.
- Proficiency with environmental research including study design, data collection, analysis, and presentation.
- Familiarity with northeastern plants and/or animals.
- Ability to manage a complex set of stewardship and science priorities.
- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Ability to work independently as well as in groups.

To apply, email a single PDF including cover letter, CV, and list of 3 references to **Dr. Danielle Begley-Miller** at dbegley-miller@teatown.org, and complete the following application questionnaire at https://forms.gle/fXSVbchxEbdXUcFd7.

Teatown is an equal opportunity employer. We do not discriminate on the basis of age, disability, race, sex, gender, sexual orientation, or any other legally protected characteristics. Women, minorities, people with disabilities and veterans are strongly encouraged to apply.