

# Shaw Institute

30 YEARS OF ENVIRONMENTAL IMPACT RESEARCH

## Research Projects Coordinator

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The Shaw Institute is recruiting to fill the position of **Research Projects Coordinator** to implement research and monitoring initiatives from its Blue Hill Research Center on the mid-Maine coast. This is a challenging opportunity for a highly motivated individual with a background in environmental toxicology/chemistry, marine sciences, or a related field, and excellent organizational, analytical, and communications skills. The Coordinator will help design and carry out collaborative research and monitoring projects, supervise interns, interact with partner organizations, and assist with obtaining funding to expand the research. **This is a full-time position on location in Blue Hill, Maine available immediately. The position will remain open until filled.**

Shaw Institute is a 501(c)3 nonprofit scientific research organization based in Maine and New York with a mission to protect human and ecological health through innovative science and strategic partnerships. Founded in 1990 by leading environmental scientist Dr. Susan Shaw, the Institute is globally recognized for pioneering high-impact research on plastic/microplastic pollution, POPs (flame retardants, PFAS), marine mammal sentinels, climate change, and oil spills that has fueled public policy and societal change nationally and internationally.

### Job Description

Working closely with the Director and senior research staff, the Research Projects Coordinator is responsible for the design, execution, and successful completion/publication of the Institute's diverse research and monitoring initiatives. The Coordinator will provide communication and outreach to the community through multiple outlets, develop and maintain collaborative partnerships, and seek funding, grant, and growth opportunities. The Coordinator manages the internship program, including recruitment, hiring, and supervising up to four seasonal interns.

### Primary Role and Responsibilities

- Plan, document, and implement research and monitoring projects – from budgeting to design and fieldwork (including sample collection by land and boat), lab work and statistical analysis of data, and writing reports and publications in peer-reviewed journals
- Manage the research laboratories; develop inventories, manuals, budgets; oversee maintenance and repair of lab and field equipment
- Hire, train, and supervise up to four seasonal interns, which involves developing projects, overseeing field/lab work and data analysis, and facilitating professional growth for interns by providing opportunities for academic and community presentations
- Perform data entry and analyses, literature reviews, background searches for publications
- Drive and operate the Institute's marine research vessels; train interns in small boat handling
- Obtain and update permits and licenses for projects as needed
- Participate in marine mammal stranding response; assist with necropsies and processing/archiving of tissue samples in the Environmental Specimen Bank

- Develop and maintain collaborative relationships with research partners, relevant agencies, environmental groups, and the local community
- Articulate and promote the Shaw Institute’s mission and research projects to the public
- Write reports and project summaries for the lay public, funders, and digital platforms
- Publish research findings in peer-reviewed scientific journals
- Help identify funding opportunities and prepare grant applications
- Assist with Shaw Institute events, lectures, and fundraising activities as needed

**Qualifications**

**REQUIRED**

- Master’s degree in environmental toxicology/chemistry, marine sciences, or a related field from an accredited university, plus 2 years experience in research project management
- Knowledge of basic coastal research and monitoring on and off the water
- A passionate commitment to the Shaw Institute’s mission and priority concerns
- Experience managing/leading a team; team-based coordination and logistics problem solving; conflict management; safety and procedure training, safe laboratory practices
- Experience operating marine research vessels and ability to safely operate, trailer and maintain small boats in coastal systems
- Proven ability to conduct, publish, and present scientific research and communicate findings to the public
- Excellent organizational and communications skills: ability to meet deadlines, and at times, work under challenging conditions and/or irregular work-hours
- A high level of computer literacy. Proficiency in Microsoft Office Suite, as well as database, statistical, and basic graphics programs, and social media platforms
- Ability to provide mentorship and learning opportunities for interns as emerging professionals

**DESIRED**

- Previous research experience involving POPs, microplastics and/or carbon system monitoring
- Proficiency in GIS and STATA or R statistical software

**COVID POLICY**

Full vaccination for Covid-19 and adherence to evolving safety protocols is required for all on-site staff.

**Reports to:** Director and Senior Research Staff

**Time Requirements:** Full-time position; includes some evenings and weekend hours

**Compensation:** Competitive, DOE

**Position Open Until Filled:** To apply, please submit a cover letter outlining your experience and career objectives along with your resume/CV and contact information for three references to:

*Michelle Berger, Senior Research Associate, at mberger@shawinstitute.org  
Indicate “Research Projects Coordinator, NAME” in the subject line of your email.*

Only US citizens or lawful permanent residents should apply.

Please, no phone calls.

Shaw Institute is an Equal Opportunity Employer