

Research Project Coordinator – FT Position Starting April 1, 2019

The Shaw Institute is recruiting to fill the position of **Research Project Coordinator** to implement research and monitoring initiatives at its Blue Hill Research Center on the mid-Maine coast. This is a challenging opportunity for a highly motivated individual with a background in marine sciences, environmental toxicology/chemistry 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 starting April 1, 2019.**

The Blue Hill Research Center is located on the Blue Hill Peninsula, a unique coastal ecosystem bridging mid-coast and Downeast Maine. A habitat for bald eagles, harbor seals, porpoises, seabirds, and a rich variety of marine and terrestrial wildlife, the landscape is dotted with small fishing villages, boatyards, and blueberry fields.

About the Institute

The Shaw Institute is a nonprofit 501(c)3 scientific research organization based in Maine and New York City with a mission to discover and expose environmental health threats through innovative science and engage in strategic partnerships to improve human and ecological health. Founded in 1990 by leading environmental scientist Dr. Susan Shaw, the Institute is globally recognized for pioneering high-impact research on plastic and microplastic pollution, POPs (flame retardants), marine mammal as sentinels, climate change, and oil spills that has fueled public policy and societal change nationally and internationally. Examples of current projects include: Plastics -- Quantifying microplastics in Gulf of Maine waters and commercial seafood; POPs -- Assessing impacts of emerging flame retardant chemicals in marine mammals from three oceans; Climate change -- Tracking water quality (warming) and food web shifts in the Gulf of Maine. To learn more about our work, visit www.shawinstitute.org.

Job Description

Working closely with the Director and senior research staff, the Research Project 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 recruiting, hiring, and supervising up to four seasonal interns. Must have small boat handling experience and be familiar with coastal conditions.

Specific Duties

- 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 scientific 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 13-30ft marine research vessels; train interns in small boat handling.
- Obtain and update permits and licenses for projects as needed; arrange for shipping and receiving samples under permit requirements.

- 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.
- Present research findings internally, in the community, and at conferences.
- Write reports and project summaries for the lay public, funders, and digital platforms.
- Help identify funding opportunities and prepare grant applications.
- Assist with Shaw Institute events, lectures, and fundraising activities as needed.

Qualifications

REQUIRED

- Bachelor's degree in marine sciences, environmental toxicology/chemistry 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 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, social media platforms, as well as database, statistical, and basic graphics programs
- Ability to provide mentorship and learning opportunities for interns as emerging professionals

DESIRED

- Master's degree or PhD in marine sciences, environmental toxicology/chemistry or a related field
- Previous research experience involving POPs, microplastics and/or carbon system monitoring
- Proficiency in GIS and STATA statistical software

Reports to: Director and Senior Research Staff

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

Compensation: Competitive, DOE

Rolling Deadline. 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:

Madelyn Woods, Marine Research Coordinator, at mwoods@shawinstitute.org
Indicate "Research Project 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