



St. Charles & St. John the Baptist Parishes

POSITION REPORTS TO: Community Science Coordinator

POSITION SUMMARY:

The CITE Steward will work with St. Charles and St. John the Baptist Parishes directly in support of PC's National Science Foundation funded Communities Investigating Their Environment (CITE) project. The CITE project is designed to help tackle flooding challenges by co-developing the tools, training, and resources needed to carry out equitable community flood monitoring. The CITE Steward will coordinate project activities, including convening a community advisory team, facilitating workshops, and other activities related to community engagement.

This is a **full-time contract** position, with a flexible work week outside of scheduled activities and meetings. The position works both in person and remotely, focusing time in St. Charles and St. John the Baptist Parishes.

DUTIES AND RESPONSIBILITIES:

- Partner with Community Science Coordinator for project progress
- Collaborate with project partners and community members
- Facilitate community engagement in the monitoring, analyzing, and collaborative problem-solving of localized flooding
- Assist with recruiting community members for a CITE Advisory Team and Volunteer Flood Monitors
- Collaborate with stakeholders, including the public, throughout the CITE project
- Assist with facilitating CITE training for participants
- Maintain flood monitoring kits
- Assist participants throughout the process including data collection, entry, and analysis

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Experience working with diverse audiences
- Ability to manage and facilitate community and environmental education projects
- Ability to use a variety of science tools
- Exceptional oral and written communication skills
- Ability to stay organized, multitask and be efficient
- Ability to follow directions and work unsupervised on a project and meet deadlines
- Experience with Microsoft Office and other online platforms
- Skill in the use of personal computers and related software applications



CITE Steward

QUALIFICATIONS

- Local knowledge and connection to the project in St. Charles and St. John the Baptist parishes
- At least 3 years of experience directly related to the duties and responsibilities specified
- Interest and/or experience with community science with a focus on environmental science

Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to frank@scienceforourcoast.org. Applications accepted through October 31, 2025. No inquiries please—candidates will be notified of follow-up interviews.

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