



Community Science Coordinator

POSITION THIS JOB REPORTS TO: Community Science & Environmental Education Manager

POSITION SUMMARY:

The Community Science Coordinator will manage 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 community flood monitoring. Tasks will include managing the preparation, implementation, and facilitation of the project. This role involves working closely with parish governments, academia, non-profits, local communities, cultural practitioners, and other project partners. The position will also manage three CITE Stewards.

This position is full-time, 40 hours weekly, with a flexible work week outside of scheduled activities and meetings. The position works in a hybrid workspace that includes remote, office, and field work (which can include being on a boat, being in marshes, swamps, and parks, or being in schools, community centers, and other public spaces, as well as facilitating water-related activities). This job requires reimbursable travel to multiple parishes in Southeastern Louisiana.

DUTIES AND RESPONSIBILITIES:

- Manage and implement (with the CITE Stewards and project partners) the CITE project in 5 partner parishes (Plaquemines, St. Bernard, Orleans, St. Charles, and St. John the Baptist)
- Develop and maintain collaborative relationships with local communities and project partners
- Manage three full-time CITE Stewards as they assist with implementation of the project in their corresponding parishes
- Track, monitor, and evaluate project progress, preparing regular reports and updates
- Contribute to the project both remotely and in-person
- Perform miscellaneous job-related duties as assigned
- Assist with preparing grant reporting and other communications and reports
- Assist with monitoring and interpreting evaluation materials for the project
- Write, edit, and revise correspondence about and for the project

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Bachelor's degree (environmental science preferred)
- At least 3 years of experience directly related to the duties and responsibilities specified (specifically, community science and engagement)
- Environmental and community science experience that includes knowledge of the following:
 - ⊘ Watersheds and Hydrology (specifically, flooding)
 - ⊘ Participant Decision-Making
 - ⊘ Two-Way Communication



Community Science Coordinator

- Experience working with diverse audiences
- Knowledge of basic science concepts such as watersheds, stormwater, hurricanes, water quality, habitat restoration, etc.
- Ability to manage and facilitate community and environmental education projects
- Ability to use a variety of science tools including flood monitoring methods and mapping
- Exceptional oral and written communication skills
- Ability to stay organized, multitask and be efficient
- Ability to think critically and offer relevant feedback and possible solutions
- Ability to work effectively independently and in a team environment
- Experience with Microsoft Office and other online platforms
- Skill in the use of personal computers and related software applications

KNOWLEDGE, SKILLS, AND ABILITIES PREFERRED

- Experience working in Southeastern Louisiana Parishes
- Knowledge of ArcGIS and other mapping tools
- Knowledge of the grant-writing and management process
- Knowledge of the Coastal Master Plan and other environmental plans and initiatives

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 June 30, 2025. No inquiries please—candidates will be notified of follow-up interviews.

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