

Pontchartrain Conservancy



CITE Steward Position Description

Supervisor Name and Title: Kimberly Cooke, Education Program Manager

Organization Vision and Mission: An environmentally sustainable, prosperous, and resilient region. Our mission is to drive environmental sustainability and stewardship through scientific research, education, and advocacy.

Position Summary: The CITE Steward will assist PC staff with designing and implementing [CITE - Communities Investigating Their Environment](#).

Typical Tasks:

- Assist with recruiting community members for a CITE Advisory Team and Volunteer Stewards
- Collaborate with stakeholders, including the public, throughout the CITE project
- Assist with facilitating CITE training for participants
- Assure water quality testing kits are maintained
- Assist participants throughout the process including with data collection, entry, and analysis

Minimum Job Requirements

- Local knowledge and connection to the parish.
- At least 3 years of experience directly related to the duties and responsibilities specified
- Interest and/or experience with environmental science with a focus on water quality issues

Required Knowledge, Skills, and Abilities:

- Experience working with diverse audiences
- Ability to manage and facilitate projects for small groups
- 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
- Skill in the use of personal computers and related software applications

Working Conditions and Physical Effort

- Workdays may consist of a combination of fieldwork, remote, and in-person meetings.
- Fieldwork can include walking, bending/sitting, carrying up to 50lbs, hot weather, wildlife
- Schedule: June 2023 - April 2024

Conditions of Employment

This is a part-time contractor position that will be both in-person and remote work. Compensation will be \$15/hr with a typical 8-12 hours/month schedule. Initial months may require more hours.

To be considered, please email a cover letter and resume to kimberly@scienceforourcoast.org.