



Riverkeeper & Guardians of Flushing Bay

Program Coordinator

Dual-Organization Position Description & Call for Applications

January 2018

ABOUT RIVERKEEPER: New York's clean water advocate, Riverkeeper is a non-profit organization based in Ossining, NY. For over fifty years, Riverkeeper has used investigation, law, science, education, service projects and advocacy to work to restore the ecological and commercial integrity of the Hudson River and protect the drinking water supply for 9 million New Yorkers.

ABOUT GUARDIANS: The Guardians of Flushing Bay (The Guardians) are a coalition of human powered boaters, environmental enthusiasts, community members, and advocates working toward a clean and healthy Flushing Bay in the Borough of Queens, New York City. The Guardians' mission also includes fighting for accessible and inviting waterways – from the Flushing Bay promenade and World's Fair Marina to Flushing Creek and College Point. These "Flushing Waterways" are the public's space, and the Guardians will ensure that the public can make full and sustainable use of this historic waterfront ecosystem. The Guardians was founded in 2015, originating from the "Green Team" of the Empire Dragon Boat Team.¹ The Guardians are incorporated within the State of New York with federal non-profit status pending.

ABOUT THE POSITION: Together, Riverkeeper and the Guardians seek a full time employee, with work evenly split between the organizations. For the Guardians, the Program Coordinator will coordinate the efforts of the organization and advance clean water goals for the Flushing Waterways. For Riverkeeper, the Program Coordinator will focus on stormwater, wastewater, and clean water issues within New York City.

Over the course of the year, time will be evenly split between both organizations, though during any given week time will be allocated flexibly according to agreed priorities between Riverkeeper and The Guardians. Riverkeeper and The Guardians will work together to jointly manage the Program Coordinator

¹ As an effort to expand green efforts (such as waterfront clean-ups, water quality testing and oyster cage stewardship), the Green Team reached out to other dragon boat teams, partners in the neighborhood, and citywide clean water advocates. That group of committed individuals and organizations ultimately formed the Guardians. Today, the core management group includes members from Empire Dragon Boat Team, Wall Street Dragons, DCH Dragons, Women in Canoe, Metro Athletic Dragons, EXTREME Dragon Boat Team and Tempest Dragon Boat Team, as well as representatives from Riverkeeper, SWIM Coalition and the neighborhoods surrounding the Flushing Waterways.

and ensure work is distributed appropriately. Given the often independent nature of the position, strength in time management, an organized approach to policy and advocacy work, experience working with coalitions, and ability to work independently outside of day-to-day management are all a plus.

POSITION DETAILS:

At **Riverkeeper**, the Coordinator will report to the Senior Attorney, and will often work with the Director of Legal Program and the Director of Advocacy and Engagement. At **The Guardians**, the Coordinator will work primarily at the direction of the President of the Board of the Guardians of Flushing Bay or her designee.

In working for Riverkeeper, the Program Coordinator will work to:

- Advocate for policies favoring clean water, with a specific focus on the stormwater systems of New York City, including combined sewers and separate sewers;
- Undertake education and outreach on green infrastructure, on private and public property;
- Coordinate effectively with community organizations, environmental partners, agencies, and elected officials, as well as, specifically, the SWIM Coalition and its Steering Committee;
- Campaign for water access, habitat protection, and healthy ecosystems;
- Use social media creatively to further campaign and advocacy work;
- Assist with developing funding for this position and others;
- And other duties as assigned.

In working for the Guardians, the Program Coordinator will work to:

- Identify and solicit potential funding sources, and develop grant proposals to enhance the Guardian's capacity and continue funding for The Guardians activities (including this position);
- Draft (with or without Board assistance) public comments and other advocacy letters/testimony;
- Develop project ideas (such as policy research, education programs, policy events);
- Launch and coordinate a Guardians strategic planning process;
- Lead outreach to existing members and followers of the Guardians, and spearhead recruitment of new members – specifically through electronic outreach (e-blasts) and newsletter updates;
- Coordinate annual events “Spring Fun Run”, “City of Water Day”-associated activities, “Elected Official Dragon Boating Night”, and annual shoreline clean-ups;
- Plan and manage Guardians’ Board meetings (monthly), including taking minutes and coordinating all follow-up;
- Work with dragon boat teams, Riverkeeper, and other partners toward the ultimate construction of a community boathouse on the Flushing Waterways;
- Plan and manage any public events and workshops as required as deliverables of funded projects; and
- Monitor, maintain, and update the Guardians email address, website, and social media accounts.

POSITION DETAILS: This position is full-time, with benefits. There is no specific minimum experience required, but candidates should discuss their familiarity with New York City's waterways, the environment, as well as Flushing Bay and the communities around the Bay. Language proficiency (Spanish, Korean, Chinese dialects) is also requested, but not required.

Requirements

The ideal candidate must:

- Have a bachelor's degree (an advanced degree and degrees in related fields are a plus);
- Be a natural communicator and have a passion for clean waters and waterfronts;
- Be comfortable working with partner organizations;
- Have strong networking skills;
- Be comfortable traveling around New York City, specifically Queens and Manhattan;
- Be self-sufficient and able to work independently with minimal supervision;
- Have experience with writing grant proposals (successfully); and
- Be comfortable relating to a diverse mix of people of various ethnicities, languages, and backgrounds.

Terms of employment

- Initial period of employment is for 12 months. Salary is funding-dependent, but is presently fixed and will be available for at least one year from the start of employment. Future years' salaries will depend on funding availability at both organizations.
- The Program Coordinator will work from a location of their choice until such time as either Riverkeeper or The Guardians have offices in New York City, though the official workplace is the Riverkeeper headquarters at 20 Secor Road, Ossining, NY 10562.

To Apply

To submit an application for this position, please send your resume, cover letter, and three references to humanresources@riverkeeper.org, with the subject line "Guardians/Riverkeeper Coordinator." No phone calls please.

The position will remain open until filled. However, we anticipate moving forward with the interview and hiring process as soon as possible, with an ideal start date in early to mid-February.

Riverkeeper and The Guardians are equal opportunity employers and provide opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, and military status.