

## JOB DESCRIPTION

Date: February 15, 2018  
Position Title: FAO Schwarz Family Foundation Fellow  
Department: Advocacy and Engagement  
Supervisor: Director of Advocacy and Engagement  
Schedule: Full-time  
FLSA: Exempt



### **About Riverkeeper**

Riverkeeper is New York's premier water quality advocate. Our mission is to protect the environmental, recreational, and commercial integrity of the Hudson River and its tributaries, and safeguard the drinking water of nine million New York City and Hudson Valley residents. With an annual operating budget of \$4.5 million, Riverkeeper is a mid-sized not-for-profit operating in the Hudson Valley. This is an exciting opportunity to join a dynamic organization experiencing significant growth.

Riverkeeper is pleased to partner with the FAO Schwarz Family Foundation to offer a full-time, two-year fellowship position at Riverkeeper. The FAO Schwarz Family Foundation Fellow will be employed by Riverkeeper, but also will be a part of the larger FAO Schwarz Family Foundation Fellowship Program and receive ongoing support from the Foundation.

### **About FAO Schwarz Family Foundation Fellowship Program**

The FAO Schwarz Family Foundation Fellowship program, established in 2006, is a special initiative designed to strengthen high-quality, non-profit organizations and train future leaders in the social impact sector. The Fellows will work within established non-profit organizations providing both direct service to children/youth as well as initiating new projects, research, or programs that may involve public policy, organizational replication, or sustainability efforts, or other new initiatives to strengthen the host organization. The goal is for the Fellows to contribute significantly both through their direct service (tutoring, mentoring, teaching, etc.) and through their special project work. At the same time, it is the Foundation's hope that the Fellows receive experiences, training, and mentorship that launch them on successful careers as leaders in the social impact sector.

Riverkeeper was the previous recipient of a 2015-2017 FAO Schwarz Family Foundation Fellow. That Fellow developed and expanded our youth-oriented programming by educating elementary through high school aged students on water quality issues facing their local waterways, engaging them on stewardship of their waterways, coordinating participation of youth groups in our shoreline clean-ups, and facilitating data collection of types of marine debris in conjunction with high schools. We are excited to have another FAO Schwarz Family Foundation Fellow join our team and build on the great work of our first Fellow.

### **Position Summary**

The FAO Schwarz Family Foundation Fellow will be a part of a four person team working to build advocacy and engagement with communities up and down the River. The FAO Schwarz Family Foundation Fellow will work on a direct service project of educating the next generation of river advocates and stewards and a capacity building project, which includes supporting the coordination of the Riverkeeper Sweep, our annual day of service where volunteers clean up shoreline debris in

over 100 locations.

The FAO Schwarz Family Foundation Fellow will report to the Director of Advocacy and Engagement and will work alongside the Outreach Coordinator (and former FAO Schwarz Family Foundation Fellow) and the Advocacy Coordinator. They will also coordinate as needed with other internal departments.

**Specific responsibilities include, but are not limited to:**

- Educate elementary, high school, and college students about water pollution and issues facing their waterways by visiting classrooms and making presentations. The FAO Schwarz Family Foundation Fellow would continue working with existing schools with which we have built partnerships and will also conduct outreach to 10 schools to strengthen existing and build new partnerships, making 5-10 classroom visits per year.
- Coordinate with the New York State Department of Environmental Conservation (DEC) and local schools and participate in DEC's sponsored annual "A Day in the Life of the Hudson River." This event brings together students and educators from New York City to Troy to gather along the banks of the Hudson River to participate in a day of hands-on learning including seining, fish identification, soil sampling, water testing, and recording basic weather data.
- Recruit high school science classes to run data collection projects at particular Sweep sites. Two years ago, the FAO Schwarz Family Foundation Fellow piloted a data collection program at select Sweep sites. Last year it grew to seven sites and was a particularly successful collaboration with high schools. Schools collected extended data for us to understand what debris is on the shores, so we can begin to determine steps to reduce the flow of debris as part of our broader work with the Trash-Free Hudson campaign. The new Fellow will aim to expand this data collection project to six new schools over the course of the two-year fellowship.
- Develop youth tabling activities at our outreach events in collaboration with community partners and attend events and community meetings.
- Work closely with the Outreach Coordinator to coordinate the Sweep, held every year the first Saturday in May. The event requires organizing more than 2,000 volunteers at 100 plus sites, coordinating and training our Sweep leaders who run the individual sites, and liaising with roughly 200 community organizations and municipalities. With some sites remaining clean after several years of "Sweeping," our goal is to serve more of the river and recruit more key constituency groups as partners. Sweep coordination activities ramp up significantly between January and May.
- Other duties as assigned.

**Ideal Qualities and Characteristics**

The ideal candidate will be proactive, detail-oriented, reliable, and flexible with a strong ability to meet deadlines and multi-task. The candidate should thrive in a fast-paced environment, managing multiple priorities and projects. They must have excellent computer, written, and oral communication skills and enjoy collaborating with a wide variety of people and situations.

**Qualifications**

- Recent college graduate (2017 or 2018).
- Proficiency in the use of current Microsoft Office and Google software applications.
- Strong organizational skills; ability to manage projects and workflow, using time and resources effectively. Ability to handle various projects on an ongoing basis while addressing daily needs for the office.

- Enthusiasm for the Riverkeeper mission and for helping the Advocacy and Engagement team reach its annual goals.
- Sense of humor, dependability, and collaborative spirit required.

**Working Conditions**

- Requires some availability beyond regular office hours for events on evenings and weekends.
- This position is full-time at 40 hours per week with full benefits.
- Salary for the fellowship is \$29,000 for the first year and \$30,000 for the second year.

Location: Riverkeeper is located in Ossining, New York, on Metro-North Hudson line.

Riverkeeper is an equal opportunity employer and provides opportunities to all employees and applicants, regardless of race, color, religion, gender, sexual orientation, national origin, age, disability, and military status.

To Apply: Please send cover letter and resume to [humanresources@riverkeeper.org](mailto:humanresources@riverkeeper.org) with "FAO Schwarz Family Foundation Fellow" as the subject line. No phone calls please.