



# Science Technician

## Position Description

### *Position Type*

Temporary – One Year Expectation, Opportunity to extend

Full-Time Employee with benefits

Salaried / Exempt

### *Primary Objective*

The Science Technician (ST) works under the supervision of the Director of Estuary Science and Restoration and with the Science Coordinator to support research and monitoring on water quality, habitat restoration, and organismal ecology within subtidal, marsh, and land-based habitats. The ST works both independently and collaboratively with Center staff, scientific partners, volunteers, and contractors to implement research, monitoring, and restoration activities outlined in the Center's work plan.

Primary responsibilities include conducting field work, maintaining continuous water quality data loggers, performing shellfish assessments, maintaining long-term databases (including within GIS) and collecting and processing samples for restoration and monitoring projects. Duties may also include data collection and analysis, permit coordination, and assisting with the preparation of reports and technical documents.

This is an entry-level position with an initial term not to exceed one year, there is the possibility of extension. The Center supports the professional development of people from diverse backgrounds.

### *Principal Duties and Responsibilities*

- Plans, manages (with supervision), and implements field work to collect research and monitoring data, specifically in the fields of continuous water quality and shellfish.
- Coordinates with landowners and stakeholders as needed for research and restoration projects on public and private lands.
- Operates, calibrates, and maintains scientific equipment.
- Compiles data, traditional and spatial databases, and performs basic statistical analysis.
- Ensures compliance with all Standard Operating Procedures and Quality Assurance Plans. Updates these as needed.

- Assists with preparation of technical reports and prepares presentations on projects as directed. Assists staff with preparation of other reports, proposals, and outreach materials as needed.
- Manages the Oyster Gardening program.
- Works independently and with others, while communicating with the Center teams.
- Manages volunteers, seasonal, part-time staff and/or interns as needed on a project basis.
- Attends biweekly staff meetings. Reports on project progress as required. Completes and submits all requested administrative documents on time.
- Assists the Community Science Manager in support of participatory science programs..
- Assists partners, such as scientists, regulators, and landowners with access, data monitoring, or other needs.
- Conducts program administrative tasks, including meeting scheduling and preparation, preparation of meeting notes, purchasing, responding to constituent inquiries, and maintenance of program files.
- Other duties may be assigned.

### *Preferred Qualifications*

- Associate's or Bachelor's degree in environmental or marine science, ecology, biology, chemistry, natural resource management, forestry, or a related field.
- Experience collecting and analyzing scientific data in field and/or laboratory settings.
- Familiarity with clean chemistry techniques.
- Proficiency in soil sampling.
- Independent proficiency in shellfish and estuarine vertebrates identification.
- Proficiency using scientific or technical equipment and software tools, including Microsoft Word, Excel, PowerPoint, and GIS (ArcGIS Online).
- Excellent verbal and written communication skills and strong interpersonal abilities.
- Demonstrated ability to work effectively both independently and in multidisciplinary teams.
- Strong organizational skills with consistent attention to detail.
- Demonstrated problem-solving ability and adaptability in changing work environments.
- Ability to use digital information systems to enter, organize, and report on data.
- Willingness and ability to work in varied environments and weather conditions, including from small boats.
- Desire for continued professional growth and learning.
- Ability to independently operate a small boat.
- Ability to communicate in Spanish is preferred.

### *Salary Range and Benefits*

- The salary range for this position is \$43,000–\$50,000 annually, commensurate with qualifications and experience.

- The Center offers a comprehensive benefits package, including:
  - Generous paid vacation and holidays
  - Health, dental, and vision insurance
  - Employer-funded profit-sharing program and deferred compensation plan
  - Flexible scheduling options to support work-life balance
  - Additional employee benefits

### *Physical Demands and Work Environment*

This is a full-time position at 40 hours per week, typically worked across five eight-hour days. Work is performed in both office and field environments, and the position is not suitable for full-time remote work.

Field assignments may require bending, climbing, crawling, kneeling, lifting up to 50 pounds, pulling, reaching, sitting, standing, stooping, traversing uneven terrain, performing in-water work, and occasionally operating in adverse weather conditions requiring specialized clothing or safety precautions.

Evening or weekend work may be required to support meetings, outreach events, scientific collections, and organizational activities. A flexible schedule and limited telework may be approved at the discretion of the supervisor. All employment conditions are subject to the Center's Employee Handbook.

### *To Apply*

Email resume or CV with cover letter in a single PDF file to [hiring@inlandbays.org](mailto:hiring@inlandbays.org). Applications will be accepted on a rolling basis, and the position is open until filled.

The Center for the Inland Bays is an Equal Opportunity Employer. We welcome and encourage applicants of all backgrounds and identities, and we do not discriminate based on race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, or veteran status.

### *Acknowledgment*

I acknowledge that I have reviewed this position description and I understand the duties and responsibilities described. I am able to perform these duties and have discussed any exceptions or training needs with my supervisor.

I understand that the Center for the Inland Bays is a non-profit organization with variable funding and that my job duties may be modified, temporarily or permanently, based on organizational needs and

changes in funding. I understand that the Center will make every reasonable effort to provide written notice of such changes.

I understand that my employment with the Center is at-will, meaning either the Center or I may terminate employment at any time, with or without cause or advance notice. This document is not a contract of employment and does not guarantee terms or duration.

If I have questions about duties not specified in this description that I am asked to perform, I understand that I should discuss them with my immediate supervisor and/or the Executive Director.

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PRINTED NAME

DATE

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SIGNATURE