



JOB ANNOUNCEMENT

Position Title: Project Specialist

The Narragansett Bay National Estuarine Research Reserve (NBNERR) is seeking a motivated individual with expertise in the areas of project management and restoration ecology to join a team focused on improving ecological and community resilience throughout Rhode Island.

Background:

The Narragansett Bay National Estuarine Research Reserve (NBNERR) is a state-federal partnership that supports the informed management of coastal ecosystems and communities through integrated research, education, training, and stewardship activities. NBNERR is part of the Rhode Island Department of Environmental Management (RIDEM) and is one of 30 reserves in the National Estuarine Research Reserve System, which is administered by the National Oceanic and Atmospheric Administration's (NOAA) Office for Coastal Management.

General Duties:

The Project Specialist will provide technical assistance to develop and advance projects that improve habitat, ecosystem, and community resilience and include land acquisition, coastal wetland restoration, and riverine system restoration (including anadromous fish passage restoration and improvement of stream connectivity). Additional related duties may be assigned.

Examples of Specific Responsibilities:

Proposal Development – Develop proposals for federally funded habitat restoration projects, and land acquisition projects. Stay apprised of federal funding opportunities, deadlines, and program requirements. Conduct asset inventory and assessment when necessary. Assist with developing federal funding applications including supporting technical information, maps, and figures. For land acquisition projects, assist project partners with completing site assessments and required background documentation.

Municipal and Community Outreach – Assist communities in identifying and prioritizing habitat restoration and land acquisition projects using state-developed mapping tools and other technical

resources. Serve as a state liaison and point of contact to communities for project development and technical assistance.

Project Coordination – Coordinate with and obtain appropriate approvals from other RIDEM divisions and offices. Assist in developing project timelines and delegating responsibilities among team members. Coordinate pre-restoration / acquisition mapping, data collection, monitoring, and assessment efforts. Develop and manage contracts for services within the state procurement system.

Communications – Create project maps and graphics for publication in applications, reports, and on social media and websites. Present project information at public meetings, workshops, etc. Organize and archive project site photos, maps, and other informational materials. Field external and internal inquiries regarding proposed projects.

State and Federal Permit Coordination – Identify regulatory requirements for proposed projects. Provide technical feedback to local project teams, review preliminary / conceptual project plans for regulatory consistency, serve as a liaison between project teams and state and federal permit staff. Serve as point of contact for project consultants. Assist in managing permit application timelines and submittals.

Qualifications:

Required knowledge, skills and capabilities

A working knowledge of basic principles, practices, procedures, of the scientific fields of ecosystem restoration and environmental quality protection; a working knowledge of Geographic Information Systems and their applications; the ability to apply general scientific principles to problem solving; a working knowledge of natural resource management, estuarine and coastal ecology; a working knowledge of federal and state environmental laws and regulations; the ability to organize scientific work; the ability to review and interpret technical and scientific materials; the ability to compile data for and assist in preparing scientifically accurate proposals and informational reports; the ability to prepare technical correspondence; the ability to maintain essential records and files.

Excellent time management skills with strong attention to detail. Ability to organize complex workloads and manage multiple projects and deadlines simultaneously; excellent written and oral communication skills; excellent interpersonal skills and ability to work collaboratively and constructively with a diverse set of team members and stakeholders; ability to work independently without close oversight and collaboratively as part of a team when required; ability to develop and manage project budgets and tasks.

Desired knowledge, skills, and capabilities

Proficiency in data visualization, data management, data quality assurance / quality control, experience with federal grant-writing, field surveys and GPS equipment, mapping, delineation of wetlands and coastal features, ecological data collection, monitoring plan development, data management plan development, Quality Assurance Project Plan development, public presentation of scientific data and concepts.

Education and Experience

Education: Such as may have been gained through graduation from a college of recognized standing with a degree in one of the physical biological or environmental sciences, environmental planning, natural resources management or in a closely related field; and

Experience: Such as may have been gained through employment in a position involving the performance of entry level professional work in the environmental or natural resources management fields.

Or any combination of education and experience that shall be substantially equivalent to the above education and experience.

Starting salary Range: \$55,000 to \$68,000 annually, commensurate with experience and qualifications. Includes a full benefits package.

This is a five-year term, full-time contract position supported through a cooperative agreement between NBNERR and the [Audubon Society of Rhode Island](#). Primary work site will be at RIDEM offices in Providence, RI, with the option for some remote work. Some local travel required; must have valid driver's license.

Additional information about the Reserve can be found at www.nbnerr.org.

Application Materials

Must include a resume/CV, cover letter and contact information for 3 professional references (name, title, organizational affiliation, email, and phone number).

Electronic submittal is preferred. Please send all materials as PDF files to Caitlin Chaffee at caitlin.chaffee@dem.ri.gov. Preference will be given to applications received before **December 29, 2023**.