

## **Position Announcement**

### **Coastal Training Program/Collaboration Assistant**

#### **Waquoit Bay National Estuarine Research Reserve Falmouth, MA**

The Waquoit Bay National Estuarine Research Reserve (WBNER) is currently accepting applications for a part-time Coastal Training Program (CTP) and Collaboration Assistant. Primary duties will involve planning, facilitating and supporting collaboration processes and activities between scientists and end users for a large climate change research study being spearheaded by WBNER. The Collaboration Assistant will aid the CTP Coordinator/Project Collaboration Lead in coordinating collaboration related aspects of the project and will function as a member of the diverse project team. Together the Collaborative Lead and Assistant will ensure that smooth communication is maintained among project team members over the life of the project and that the collaborative element of the work is strong, sustained and well structured.

#### **About the Project:**

The Waquoit Bay Reserve was recently awarded a \$1.3 million grant to examine the role that salt marshes play in taking up carbon dioxide and offsetting climate change and the effect that nitrogen pollution has on that role. The three-year project will quantify how much carbon in the form of greenhouse gases (GHG) is stored and emitted from coastal wetlands, and how increases in nitrogen affect their ability to store that carbon. The project is a collaborative effort of WBNER, the National Estuarine Research Reserve Association, United States Geological Survey, the Marine Biological Laboratory in Woods Hole, the University of Rhode Island, Restore America's Estuaries, the Manomet Center for Conservation Sciences, and Florida International University. A primary emphasis of the project is linking science investigators with intended users of the science so that they can be brought into the research process and help direct the course of the research, thereby increasing the likelihood that findings will ultimately be applied. Intended users of the scientific information to be generated from this project include restoration practitioners, coastal managers, land owners and managers, project developers, policymakers, climate registries, state and local officials and conservation organizations. WBNER staff will work closely with scientists and intended users and will be responsible for facilitating the dialogue between them using a collaborative learning model.

This grant was awarded by the National Estuarine Research Reserve Science Collaborative. The Science Collaborative is dedicated to putting Reserve-based science to work for coastal communities coping with the impacts of land use change, pollution, and habitat degradation in the context of a changing climate.

#### **About the Waquoit Bay Reserve and the Coastal Training Program:**

WBNER is one in a network of 28 National Estuarine Research Reserves around the United States that comprise the National Estuarine Research Reserve System (NERRS). The NERRS represent different biogeographic regions of the country that are protected for long-term research, water-quality monitoring, education and coastal stewardship (see [www.nerrs.noaa.gov](http://www.nerrs.noaa.gov) for more information).

Reserves serve as natural laboratories for research on pressing coastal issues and work to preserve coastal ecosystems and provide education to students, teachers, coastal decision-makers and community members.

WBNERR is a federal/state partnership between the National Oceanic and Atmospheric Administration (NOAA) and the Massachusetts Department of Conservation and Recreation (DCR). The CTP is the arm of WBNERR that provides science-based information, tools and skills to regional and local decision-makers to assist them in better managing coastal resources throughout Massachusetts. The intent of the program is to bring science to bear on real-world coastal problems and help develop solutions. The CTP links with and supports other core program areas at WBNERR by serving as a conduit for research translation and a catalyst for better coastal stewardship throughout the region. For more information about WBNERR and the CTP visit [www.waquoitbayreserve.org](http://www.waquoitbayreserve.org).

### **Position Duties:**

This position will:

- Provide planning support for all project team meetings (in-person and web-based), workshops and conferences including agenda development, record-keeping, report-writing and event coordination, synthesis and follow-up.
- Assist the Collaboration Lead with meeting facilitation and stakeholder engagement processes to link scientists and identified intended users throughout the research study.
- Conduct desk research as necessary to feed into project discussions and development of training workshops.
- Coordinate input from local communities and provide administrative and networking support for local partners working on the project.
- Provide support to the development of decision-maker tools (e.g. guidance documents, policy briefs) slated to be produced under the project.
- Contribute to the development of communication products (e.g. press releases, fact sheets etc) that share and translate study findings to different audiences.
- Assist with developing, marketing, implementing and evaluating CTP training events for local decision-makers on climate change and nitrogen loading issues.

**Minimum Education and Experience Requirements:** Bachelor's degree from an accredited institution with a degree in a physical or social science field combined with relevant experience working with diverse stakeholders and interpreting and translating science to different audiences. Knowledge and experience of coastal ecology, coastal and resource management issues, environmental policy and stakeholder engagement processes. Strong communication skills (oral and written) are essential.

### **Desired Knowledge, Skills and Abilities:**

- knowledge of climate change, wetland restoration and carbon market issues desirable but not essential
- strong organizational and project management skills
- group facilitation and meeting management skills

- coordination and partnership building skills
- proficiency with desktop computer software and computer skills including Microsoft Office Suite
- proficiency with running web-based meetings
- proven ability to work independently and as part of a team
- keen interest in linking science and management issues

**Compensation:** This is a half-time (20 hour/week) contract position. Salary compensation: \$20/hr up to a maximum of \$20,000/year. This is a three-year grant-funded position through November 2014. This position is located at the Waquoit Bay Reserve headquarters in Falmouth, MA.

**How to Apply:**

Please submit a resume with names and contact information for three references, a letter of interest which clearly demonstrates how the applicants previous work experience and training is applicable to the duties of this position, and a writing sample of no more than 2 pages.

**Applications must be received by Friday, January 13, 2012.**

**Coastal Training Program/Collaboration Assistant Search**

Citizens for the Protection of Waquoit Bay

*Attn: Amy Wright*

P.O. Box 3092, Waquoit MA 02536

**Questions:**

Please call 508-457-0495 ext. 110.