

Project Associate for Hudson River Foundation

New York City, Financial District

The Hudson River Foundation (HRF) seeks a colleague inspired to apply their analytical, communications, and administrative skills to enhance the understanding and management of the Hudson River Estuary. The successful candidate will join an interdisciplinary team-based environment and a staff that is dedicated to achieving impacts in their individual work and through a variety of collaborative estuary research and management programs. Over our 40-year history, the Foundation has actively engaged with the research and management communities to provide research-based insights that have informed important policy and management decisions and advanced significant restoration initiatives. HRF is the host of the NY/NJ Harbor & Estuary Program (HEP) and we work in close collaboration with partners throughout the Hudson River Estuary to achieve our shared missions.

The person hired for this position will be primarily responsible for management of the Foundation's website (WordPress); its grants and publications databases; and other communications tools and media. Additional projects can include editing and formatting technical reports, supporting scientific workshops and other meetings, assisting with administration of grants, summarizing and mapping data, and assisting with other Foundation activities. There are opportunities to assist on a variety of staff projects relating to specific interests.

Applicant must have excellent writing, database, and communication skills. Proficiency in WordPress or similar website content management software and Microsoft Office Suite is required as well as a general competency in technology and software. Working knowledge of HTML/CSS, relational database programs used for grants and contact management such as Microsoft Access, SQL; Adobe InDesign, and ArcGIS is a plus.

Undergraduate or Graduate degree required, preferably with background in science and interest in river and estuary management issues preferred. Individuals must be flexible, organized, and have a very positive attitude. As a small organization we expect that all staff members contribute, as necessary, to general tasks that may not be central to the position but are crucial to daily operations of the office.

This is an excellent opportunity for a multi-faceted individual to hone their skills and gain experience in environmental science and natural resource management. The Foundation is involved with numerous projects throughout the Hudson River, its estuary and watershed in New York and New Jersey. The Foundation works with and convenes a wide range of national, state, and local environmental leaders on a regular basis. It is a unique venue for recent graduates to become familiar with the major players in the environmental science community and make connections for future career opportunities. Individuals in this position have gone on to graduate school, received positions in consulting firms, not-for-profits, and government agencies through the connections the Foundation has provided.

Full-time/Standard office hours; excellent benefits. The Foundation is located in Lower Manhattan; employment will be a mix of virtual and in-office work, so applicants must live within reasonable commuting distance to Manhattan. As we strive to act as a mentor to this employee, we request a two-year commitment to this position.

Salary: \$55,000

Optimal Job Start Date: July 17, 2023

Send cover letter which includes how your interests and qualifications intersect with the goals of the Foundation and the requirements of this job, along with your resume, transcripts, and list of three references to: resumes@hudsonriver.org. Resumes will be reviewed as they are received but must be submitted no later than June 5, 2023.

Applicant must be proficient in WordPress or similar website content management software, have excellent skills using Microsoft Office Suite, and have working knowledge of HTML/CSS and relational database programs such as Microsoft Access, to be considered.

HRF is committed to serving the diverse communities of the Hudson River and to facilitating an ongoing and inclusive dialogue with scientists, managers, policy makers, other stakeholders, and the general public to address the environmental and societal challenges facing the community of the Hudson River and Watershed. We seek to enhance this work by supporting researchers, students and a Foundation staff with the unique and varied backgrounds, circumstances, needs, and perspectives of the community we serve, to achieve a workplace that is diverse, equitable, inclusive, and just.