JOB ANNOUCEMENT
Marine Programs - Project Manager

The Bay Foundation (TBF) is looking for an individual to support its marine restoration and research projects in southern California. Current priorities include restoration and recovery of abalone, kelp forest restoration and research, offshore eelgrass research and restoration, and aerial surveys of ocean vessels.

The Bay Foundation is based in Los Angeles, CA with offices at Loyola Marymount University. Our research vessel and two mariculture labs are located at the Southern California Marine Institute in San Pedro, CA. Aerial survey flights are conducted from several municipal airports neighboring Los Angeles. Additional travel may be required to support dive operations in Point Loma, CA and other southern California locations. TBF's Marine Program conducts field operations 2-4 days per week year-round, occasionally on weekends. Multiday cruises may be scheduled to access more remote sites. As the Marine Project Manager, you will be expected to work from all of these locations.

The Bay Foundation is the host entity of the US EPA supported Santa Monica Bay National Estuary Program, (SMBNEP). Our strategic priorities are derived of and are to support and implement the Comprehensive Conservation and Management Plan, and Comprehensive Monitoring Plan of the SMBNEP. In 2017, to increase capacity in research and restoration conducted for SMBNEP, TBF and Loyola Marymount University jointly established the Coastal Research Institute. To advance progress across these strategic priorities TBF works with many partners including federal, state, and local agencies, nonprofits, municipalities, and universities.

JOB RESPONSIBILITIES:

- Conduct and manage data entry, data analysis, development and production of data summary products for reporting and grant/project tracking. Utilize geospatial and traditional statistical methods and software programs.
- Conduct and manage SCUBA based subtidal field work including, data collection, specimen collection, deployment and maintenance of field instruments and equipment, underwater photography and videography.
- Manage and maintain TBF infrastructure including research vessel, dive gear, field and lab equipment.
- Contribute to grant making including, identification of grant opportunities, grant writing, and generation of budgets.
- Contribute to permitting processes and reporting.
- Contribute to the operations of The Bay Foundation including, participation and presentations at internal meetings, internal reporting, e.g., diving safety board, program meetings, and staff meetings.

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- Support laboratory operations including the care and feeding of abalone, microalgal cultures, life support system operation and maintenance, assist in general care of the facility.
- Represent TBF in professional manner at conferences, symposia, and in other public formats (including social media).
- Present project findings through a variety of forms including, presentations, reports and summaries.
- Effectively communicate with coworkers, supervisors, and project partners.

MINIMUM REQUIREMENTS:

- Current AAUS Scientific Diver
- Minimum certified depth to 60 feet, 100 foot preferred.
- Nitrox certified
- 100 dives in cold water, kelp forest habitat
- Own dive gear and have proof of service within the last 12 months
- Ability to lift 75 pounds
- Valid driver's license and reliable personal means of transportation

QUALIFICATIONS:

- Bachelor's degree in biology, ecology, or similar field. Advanced degree and interest/experience in temperate marine systems preferred
- Experience and proficiency with R, and GIS analytic software, Microsoft Office suite and Google platforms
- Experience operating research vessels, less than 30 feet in length, in coastal waters. Motorboat Operator Training Course, (MOTC) preferred
- Able to work well under pressure and deadlines
- Excellent writing skills
- Enthusiastically support TBF's organizational mission

CONSIDERATIONS:

- TBF functions in a team based constructive work environment
- Ability to be flexible to change within the work environment and scope of responsibility
- Field work is conducted from a variety of small and large vessels
- Field days may involve long hours and extended transit
- Field work often involves cold water 11-14C and challenging ocean/weather conditions
- SCUBA equipment is life support equipment and must be cared for as such
- Must value scientific integrity

COMPENSATION:

This is an exempt salaried position with management responsibilities, starting salary range $55,000-$60,000. The Bay Foundation offers a competitive compensation package that includes salary, health insurance benefits (medical, dental and vision options), paid holidays, paid time off (PTO), 401k retirement benefits, training and growth opportunities.

Position is open immediately. Applications will be accepted until position is filled.

TO APPLY: (via email)

Heather Burdick, Director of Marine Operations, (Hburdick@santamonicabay.org)

1. Cover letter
2. Curriculum Vitae or Resume
3. Three professional references

EMPLOYMENT POLICY:

The Bay Foundation is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including childbirth, breast feeding and related medical conditions), gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability, or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

LINKS:

The Bay Foundation https://www.santamonicabay.org/

Santa Monica Bay National Estuary Program's Action Plan for the Comprehensive Conservation and Management Plan https://www.santamonicabay.org/wp-content/uploads/2019/02/Final_CCMP-Action-Plan_10-11-18.pdf