

POSITION DESCRIPTION

Participatory Science Technician

Primary Objective

The Delaware Center for the Inland Bays (Center) seeks an experienced and motivated individual to assist in the administrative functions of the Center's Volunteer Program. The Participatory Science Technician works under the supervision of the Manager of Community Science and is responsible for day-to-day administrative operations, including maintenance of updated volunteer records in the volunteer management software, assisting in volunteer onboarding, processing volunteer hours, supporting participatory science projects, and ensuring that the volunteer program systems and processes are effective and running smoothly. In addition, the Participatory Science Technician helps coordinate volunteer trainings, prepares volunteer materials, assists staff with the volunteer management software, communicates with volunteers, and completes other tasks as assigned by the Manager of Community Science.

Preferred Qualifications

- Associate's or bachelor's degree in business management, communications, environmental science or related field, or equivalent work experience
- Administrative or volunteer management work experience, preferably within the nonprofit sector.
- Familiarity with Microsoft Office, Google Drive, and volunteer management databases.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, ability to work well in teams, and a can-do attitude.

Principal Duties and Responsibilities

- Maintain updated volunteer records.
- Maintain volunteer management software.
- Assist in content creation for the bi-monthly volunteer e-newsletter.
- Assist with new volunteer onboarding process.
- Assist with volunteer recruitment activities.
- Provide technical support for staff for the volunteer management system.
- Assist with timely volunteer communications (frequently asked questions, upcoming events, software inquiries, and others).

- Assist with preparation, execution, and volunteer communications of the participatory science projects (including but not limited to fish and blue crab and horseshoe crab surveys). This may include weekend and night-time work.
- Support the maintenance and enhancement of the volunteer program process, including file organization, data entry, and project management.
- Develop e-learning modules for the participatory science projects in the volunteer management software.
- Assist with coordination of volunteer appreciation and continuous education activities.
- Assist with updating volunteer policies as needed.
- Perform other duties as assigned by the Manager of Community Science.

Position Type

This is a part-time, year-round position earning an hourly wage of \$20-25/hr. Some weeks may require up to 20 hours of work, but there is flexibility. Participation in benefit plans and paid leave is not offered.

Physical Demands and Work Environment

Work is performed almost entirely within an office environment and occasionally in the field. Field assignments may require some physical exertion, and occasionally contend with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Employee Handbook.

To Apply

Email resume or CV with a 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 provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.