

## **Billion Oyster Project 2017 Internship Opportunities**

**Deadline to Apply: 03/31/2017**

**To apply: Please submit resume and cover letter [here](#).**

The New York Harbor Foundation (Harbor Foundation) is the metropolitan New York region's only regional environmental education and restoration organization. Our mission is to make New York Harbor cleaner, more abundant and accessible for all, especially youth. We accomplish this primarily through the work of our flagship initiative, the Billion Oyster Project (BOP); and our flagship school, the New York Harbor School (Harbor School).

### **About Billion Oyster Project:**

Billion Oyster Project is an initiative of the New York Harbor Foundation. BOP's mission is to restore a sustainable oyster population to New York Harbor and to rebuild a connection to the Harbor by engaging New Yorkers directly in the work of growing and restoring one billion oysters.

Oysters were the keystone species and original ecosystem engineers of New York Harbor. Oyster reefs once covered more than 220,000 acres of the Hudson River estuary. They provided valuable ecosystem services to the region by filtering water, providing habitat for other marine species and attenuating wave energy. Today, oysters are functionally extinct in the Harbor as a result of over-harvesting, dredging and pollution. The absence of oysters has impaired our estuary's ability to clean the water and absorb excess nitrogen; the loss of reefs has reduced protective habitat, destabilized the sea floor and left our shoreline vulnerable to destructive wave action. The **Billion Oyster Project** aims to reverse these effects by bringing oysters and their reef habitat back to New York Harbor. Restoring oysters and reefs will, over time, restore the local marine ecosystem's natural mechanisms for maintaining itself, resulting in cleaner water and greater biodiversity. Engaging students and the general public in this work will build a culture of stewardship and a more robust understanding and appreciation of the Harbor for future generations.

### **About New York Harbor School:**

The Urban Assembly New York Harbor School, also called the Harbor School, is a public high school located on Governors Island. This school is unique in New York City, which has 538 miles (866 km) of waterfront, in that it attempts to relate many aspects of its curriculum to the Harbor. The school is part of the Urban Assembly network of 21 college-prep schools in New York City. Harbor School is classified as a Career and Technical Education (CTE) school and has six certificated CTE programs in marine science and technology.

### **About the Internship**

The Billion Oyster Project is seeking qualified individuals for internship positions beginning May 2017. Like all BOP staff, interns should demonstrate a strong commitment to the mission and values of BOP and should have substantial expertise in all areas of responsibility. This internship will provide a great opportunity for a current college or graduate student, or recent graduate, to gain experience in environmental restoration, marine science, conservation, public engagement, philanthropy, communications, and the day-to-day operations of a growing nonprofit organization. The intern will have the opportunity to provide a wide range of research, outreach, administrative, and general support to the Billion Oyster Project team. Candidates need to be flexible and willing to work outdoors.

**Internship Responsibilities and Duties:**

- Become familiar with Billion Oyster Project programs.
- Communicate with the public about Billion Oyster Project programs and policies.
- Attend and represent Billion Oyster Project at public events.
- Hands-on activities with oysters and other marine life
- Office and administrative functions

**Qualifications:**

- Self-motivate, highly-organized, upbeat, and flexible
- Ability to work independently and in collaboration with all teams.
- Ability to work closely with volunteers and the public in a professional manner
- Positive work ethic
- Strong verbal and written communication skills
- Strong time management skills
- Experience teaching children and/or adults
- Strong public speaking skills
- Proficiency in MS Office Suite and/or Google Docs
- Willingness to work weekends and some evening hours
- Ability to lift 40lbs
- Frequently outdoors: work will take place on boats, wading, and on-shore.
- Any person working in the New York City DOE buildings, working with NYCDOE students or who has access to NYCDOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees (either working for NYCDOE or for a Vendor) must have a security clearance before starting work. No one can be fingerprinted by the NYCDOE or undergo the security clearance unless they have been added to the organization or agency's PETS (Personnel Eligibility Tracking System) roster.

New York Harbor Foundation and Billion Oyster Project are fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

**Dates, Hours and Compensation:**

- Mid-May thru Labor Day (some flexibility in start & end dates)
- 30 - 40 hours per week
- Internships are paid positions and will be compensated at an hourly rate of \$11.00/hour (NY State minimum wage).

NYHF is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, creed, color, national origin, nationality, ancestry, age, marital status, sex, pregnancy, religion, affectional or sexual orientation, disability, citizenship, genetic information, veteran status, or any other category protected by applicable federal, state, and local laws.

*Interns will be placed within the following programs and may be moved according to the needs of the business.*

**Billion Oyster Project Programs:**

**Education:**

- Assist with preparation and execution of oyster restoration station basic trainings, and symposium.
- Help provide support with field expeditions, data collection, research, and education outreach activities for school and camp groups.
- Support Hatchery Manager with managing stock in the lab as well as on the ecodock through daily assessment and action with the help of 4-8 high school interns.

**Restoration:**

- Assist with monitoring and research activities related to community reefs and oyster nurseries in Brooklyn Bridge Park, Bush Terminal Park, Jamaica Bay, Great Kills Harbor, Lemon Creek, and upper New York Harbor.
- Help categorize documents, survey/research photos, and assist with mapping.

**Public Engagement:**

- Assist with the management of the BOP public exhibit for visitors to Governors Island.
- Facilitate volunteer activities including but not limited to cage building, preparing recycled shells for seeding, sorting and counting oysters, conducting oyster monitoring protocols and preparing materials prior to volunteer days.

**General and Administration:**

- Assist the Development Associate and Executive Director in facilitating major donor cultivation, managing and updating our Salesforce contact database, donor acknowledgement, and fundraising activities.
- Provide media relations support to communications team.
- Support team with data entry, field/office logistics, and other administrative duties.