



BERKSHIRE ENVIRONMENTAL ACTION TEAM  
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Protecting the environment for wildlife in support of the natural world that sustains us all.

## Stewardship Coordinator

Berkshire Environmental Action Team (BEAT) is seeking a permanent Team member to lead our organization's ongoing stewardship efforts to restore, protect, and improve the condition of our forests, wetlands, and waterways for the betterment of wildlife and the natural environment.

Applicants must care deeply about wildlife, habitat protection, and stopping pollution, and have a strong commitment to learning more about these topics and sharing that knowledge with others.

### Who we are

BEAT's mission is to protect the environment for wildlife in support of the natural world that sustains us all. This position will be an integral part of the BEAT team, so in addition to specific responsibilities, you will be an essential part of the team, and there is plenty of room to grow.

We define stewardship broadly. You will be part of a team that tries to minimize our adverse impact on the environment; for example, we try to avoid plastics, buy used materials, aim at zero waste, and move off fossil fuels. Working as a team, we can do so much more to protect the environment. We celebrate the diverse perspectives different individuals bring to protecting our water, land, air, and wildlife habitat. As an equal opportunity employer, we stay true to our mission by embracing our differences and focusing our energies on protecting the environment together.

BEAT has a firm anti-discrimination policy. We believe that everyone, no matter the color of their skin, their income, the language they speak at home, or whom they love, should work together to protect the environment for wildlife in support of the natural world that sustains us all. We work with a wide variety of people, and it is essential that everyone we work with is comfortable working with people of widely varying backgrounds, abilities, and situations.

### Duties/Responsibilities

- Test stormwater outfalls for pollution in compliance with a municipal MS4 Permit
- Maintain a publicly accessible database of surface water quality data through ArcGIS
- Survey road/stream crossings to identify barriers to wildlife movement and potential wildlife crossing pinch points
  - Develop an understanding of the Massachusetts River and Stream Crossing Standards
- Manage invasive species removal projects without pesticides, including our ongoing efforts to eradicate Invasive Hardy Kiwi at Burbank Park in Pittsfield, MA
- Organize and lead events such as river and park cleanups, wildlife tracking outings, natural history walks, river cleanups, amphibian road crossings, and more
- Coordinate with other organizations in planning our annual river and park cleanups

- Help with other tasks as needed (e.g., assemble our bi-weekly e-newsletter, co-host our monthly Green Drinks, office work, property maintenance, etc.)
- Manage temporary staff and volunteers
- Represent BEAT in many partnerships and coalitions
- Advocate for safe wildlife passage across transportation networks in our area
- Write grant applications to provide funding to support new and ongoing projects

### **Requirements:**

To perform this job successfully, candidates must:

- Have access to reliable transportation
- Be available to work occasional evenings and weekends
- Be extremely detail-oriented and able to work without supervision
- Have strong interpersonal skills and be able to work well in our close-knit team
- Be able to use word processing and spreadsheet
- Ability to think as part of the team about ways to stop pollution from getting into our environment
- Have experience with ArcMaps, ArcGIS Online, and the ArcGIS Collector Application
  - Ability to train volunteers on how to collect data through the ArcGIS Collector Application

Successful candidates can expect to be working outside in a variety of conditions, including (but not limited to): heat, cold, rain/snow, uneven terrain, moving waters, biting insects, etc.

### **Desired Skills/Qualifications:**

- A strong knowledge base on how to test and interpret results for a variety of pollutants, including *E.coli*, chlorine, nitrogen, detergents, ammonia, TSS, phosphate, salinity, and more
- Certification in the North Atlantic Aquatic Connectivity Collaborative (NAACC) aquatic and terrestrial protocols for road-stream crossing surveys
- Demonstrated experience in successfully leveraging grants of up to \$15,000 towards environmental projects
- Previous experience with planning projects: especially culvert retrofit, best management practices (BMP) implementation, and stormwater pollution reduction
- Experience supervising volunteers, working with the general public, and working with diverse groups of people
- Familiarity with Microsoft Suite, Google Drive, Google Sheets, Google Calendar, etc. software
- Preparing technical reports and writing grant applications and reports

- Ability to strongly advocate for officials to take action that we believe is required (for example: convincing a town to find the source of pollution in their stormwater system)

**Academic achievement:**

Science degree strongly preferred, but equivalent school/work experience will be considered

**Compensation and Benefits:**

Pay is commensurate with experience starting at \$18/hr, up to \$25/hr for highly qualified candidates with good GIS skills, proven project management skills, and successful grant application and management skills. Benefits include:

- Flexible scheduling
- Remote work flexibility
- Access to educational & skill-based trainings/certifications
- 12 paid holidays of your choosing
- 15 days of paid vacation (after six months of employment)

If you have the drive, interest, and skills to succeed in this position, tell us how you can help and we will consider your application. Please send a resume, cover letter, 3 professional references, and writing sample to Jane Winn, Executive Director, at [jane@thebeatnews.org](mailto:jane@thebeatnews.org).

**Posted:** January 19, 2023

**Position will remain open until filled.**

**Please note:** *This description does not include all duties and responsibilities you may be asked to perform in this position. The description also excludes responsibilities related to the performance of the above-listed duties and responsibilities (e.g., the punctual filing of paperwork; responsiveness to other overall organizational needs; maintaining positive and respectful relationships with staff, board members, colleagues, and volunteers; etc.) All duties and responsibilities are essential job functions and requirements.*