



JOB DESCRIPTION

Title: Community Science Coordinator

Reports to: Director of Conservation Science

Terms: Full-time / Exempt / Eligible for Benefits

Location: VCE office at 20 Palmer Court in White River Junction, VT

Organizational Profile

The Vermont Center for Ecostudies (VCE) advances wildlife conservation in the northeastern US and across the Americas through scientific research and community engagement. Our work involves researching and monitoring biodiversity in a variety of ecosystems and delivering results to inform management and policy decisions. We work with many partners, primarily in New England, Canada, and the Caribbean, where some of the Northeast's migratory birds winter. We also engage thousands of volunteers on a wide range of projects through data collection and monitoring. Our office is located in the vibrant community of White River Junction, across the river from Dartmouth College.

At VCE, we believe that kindness and collaboration are integral to effective conservation science. Our staff is committed to creating a workplace culture that respects and celebrates diversity and values the wellbeing of all employees. We accomplish this by fostering inclusivity and offering flexibility within the workday to encourage a healthy work-life balance.

Position Description

The Community Science Coordinator promotes public engagement in VCE's conservation science projects by managing volunteers for core programs that involve community participation, such as [Mountain Birdwatch](#), [Vernal Pool Monitoring](#), [Forest Bird Monitoring](#), the [Vermont Butterfly Atlas](#), and Bumblebee Roadside Surveys. The coordinator brings field-based and presentation-style programs to audiences around New England and eastern New York, including communities previously underreached by VCE. This position also supports staff scientists by coordinating and training community scientists in the use of standardized field methods and data entry tools (including iNaturalist, eBird, e-Butterfly, Survey123, and Mission Monarch). Another key responsibility is to convey research and monitoring results and natural history information in short articles, videos, and social media posts in concert with the VCE communications team. With support from the Director of Conservation Science, the Community Science Coordinator collaborates with VCE partners to increase the rigor and inclusivity of people-powered environmental science in Vermont.

Primary Responsibilities

Coordination

- With support from project leaders, communicate information about each of VCE's community science projects including: relevant research questions, project history, methodology, products, and their uses for conservation.
- Help volunteers identify and sign up for community science projects that are compatible with their interests, abilities, and availability.
- Manage a high volume of volunteer information with close attention to detail including: contact information, training status, route/survey responsibilities, survey completion status, tracked time and mileage, and data submission status.

- Respond to logistical, methodological, and ecological inquiries from volunteers as they arise.
- Communicate clearly with VCE staff and project stakeholders, including collaborators at other organizations, project supporters, and those who own and/or manage field sites.

Training and Outreach

- Recruit and train members of the public to participate in community science initiatives, with emphasis on expanding our volunteer corps and reaching communities that have been historically underrepresented in VCE's work.
- Plan and carry out in-person and virtual training sessions, including following up with session attendees with continuing support and coordination.
- Field questions from community scientists and others on all of VCE's digital platforms.
- Develop and deliver public presentations on natural history and VCE projects to the general public.
- Lead VCE-sponsored community science events, including field-based educational programs and meetings with peer institutions focused on advancing professional practices.
- Represent VCE at events hosted by partner organizations.
- Communicate project updates, news, and results to volunteers, in concert with project scientists.

General

- Organize, plan, and manage various assignments under the supervision of the project leader.
- Contribute written and video natural history content to VCE's [blog, eNews, and Field Guide](#).
- Serve in other ways as an ambassador of VCE to the general public.
- Contribute to a collegial, positive work environment.
- Commit to diversity, equity, and inclusion by considering opportunities for marginalized and underrepresented communities in programs and communications.

Qualifications

- Experience with project management and strong organizational skills
- Ability to work well independently and as part of a team
- Strong writing skills, including familiarity with the rules and conventions of composition
- Strong verbal communication skills, including ability to listen actively and express ideas clearly
- Comfort with public speaking and delivering presentations
- Experience monitoring biodiversity and working outdoors in various conditions
- Experience coordinating volunteers and engaging with a wide range of stakeholders (demonstrated ability to involve diverse communities in community science preferred)
- Experience with data entry and management (database experience preferred)
- Enthusiasm for natural history and a diverse set of identification skills (advanced bird and insect identification skills preferred)
- Commitment to conservation science and community engagement as vehicles for positive change
- Facility with office and field technology
- A valid driver's license and access to a vehicle for transportation to field sites