Project Associate for Hudson River Foundation

New York City, Financial District

The Hudson River Foundation, a not-for-profit organization that supports scientific research, restoration, and environmental programs specific to the Hudson River, seeks a qualified versatile individual to work closely with staff on various ongoing projects dealing with the ecology of the Hudson River and its estuary.

The person hired for this position will be responsible for management of the Foundation’s website (WordPress); managing its grants and publications Access databases; and other communications media; additional projects can include editing and formatting technical reports, assisting with administration of grants, summarizing and mapping data (ArcGIS), and collaborating on other initiatives.

Applicant must have excellent writing, database, and communication skills; have experience with and be proficient in WordPress website content management and must have basic knowledge of HTML/CSS; be proficient with Microsoft Office Suite, and Microsoft Access or proficient in SQL; Adobe InDesign and ArcGIS a plus.

Graduate or undergraduate degree required, with background in science and interest in river and estuary management issues preferred. Individual must be flexible, organized, and have a very positive attitude. As a small organization we expect that all staff members contribute, as necessary, to general tasks that may not be central to the position, but are crucial to daily operations of the office.

This is an excellent opportunity for a multi-faceted individual to hone their skills and gain a sense of the behind the scenes work involved in maintaining environmental science programs in the not-for-profit world. The Foundation is involved with numerous projects throughout the Hudson River, its estuary and watershed in New York and New Jersey. The Foundation convenes managers and local environmental leaders on a regular basis. It is a unique venue for recent graduates to become familiar with the major players in the environmental science community, and make connections for future career opportunities. Individuals in this position have gone on to graduate school, received positions in consulting firms, not-for-profits, and government agencies through the connections the Foundation has provided.

Full-time/Standard office hours; excellent benefits. The Foundation’s offices are located in Lower Manhattan; employment will be a mix of virtual and in-office work, so applicants must live within reasonable commuting distance to Manhattan. As we strive to act as a mentor to this employee, we request a two-year commitment to this position.

Salary: $45,000

Optimal Job Start Date: July 26, 2021

Send cover letter which includes how your interests and qualifications intersect with the goals of the Foundation and the requirements of this job, along with your resume, transcripts, and list of three references to: resumes@hudsonriver.org. Resumes will be reviewed as they are received, but must be submitted no later than July 9.

Applicants must be proficient in WordPress, have basic knowledge of HTML/CSS, and be proficient in Access or SQL, to be considered.

HRF is committed to serving the diverse communities of the Hudson River and to facilitating an ongoing and inclusive dialogue with scientists, managers, policy makers, other stakeholders, and the general public to address the environmental and societal challenges facing the community of the Hudson River and Watershed. We seek to enhance this work by supporting researchers, students and a Foundation staff with the unique and varied backgrounds, circumstances, needs, and perspectives of the community we serve, to achieve a workplace that is diverse, equitable, inclusive, and just.