



PROGRAM SUPPORT SPECIALIST

Job Name: Program Support Specialist

Job Type: Part Time

Job Location: Montauk, NY

Background Information:

Concerned Citizens of Montauk is a 501(c)(3) nonprofit environmental organization based in Montauk, New York. Since 1970 CCOM has been fighting to protect and preserve the unique environment and ecology of Montauk through education, advocacy, and grassroots citizen action. CCOM has three urgent priorities: cleaning up Montauk's waters, protecting its beaches and coastline, and advocating for sustainable development. <https://www.preservemontauk.org/>

Recommended Qualifications:

Bachelor's degree in a science related field such as biology, chemistry, marine, coastal, or environmental science is required. Masters degree is not required but preferred. Candidate must be well organized, a team player, knowledgeable in various social media platforms, have excellent computer skills, able to multi task and self prioritize workloads and deadlines, have strong organizational, verbal and written communication skills.

Job Summary:

CCOM's Program Support Specialist will be responsible for leading the CCOM water quality testing program including CCOM's Harmful Algal Bloom program partnership with the Gobler Laboratory at Stony Brook Southampton and bacterial testing in partnership with the Surfrider Foundation. The Program Support Specialist is responsible for coordinating, scheduling, taking, processing, reading, and reporting out on results, including supervision and coordination of volunteers and interns. The CCOM Program Support Specialist will also participate in other environmental programming and communications efforts such as the execution of seasonal installations of floating wetlands, the Montauk School Science Fair, social media, CCOM's monthly e-newsletter, outreach and education events and general day to day office and program support to the Director of Operations and President.

Salary/Pay:

The position is currently being advertised as part time at approximately 20 hours per week at \$40/hr. There may be a potential for full time employment in the future.

How to Apply:

Send cover letter and résumé via email to info@preservemontauk.org