



Billion Oyster Project Internships

Deadline to Apply: *May 1st, 2019*

Interviews will be held the week of May 6th for qualified candidates

To Apply: Applicants will need to submit a resume and cover letter via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>

Any New York Harbor School student is welcome to apply for any internship as long as they meet meet the listed required qualifications.

Salary: NYC DOE Work Based Learning Internship: \$15/hour

Time Commitment: 30 hours/week, July 8th – August 16th

Days and times will vary – must be flexible

The Internship Site: MAST Center - 134 Carder Rd, Governors Island

Additional locations – Billion Oyster Project sites across New York Harbor

Billion Oyster Project

The Billion Oyster Project is a 501©(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives.

Our Vision

A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.



Our Ethos

Restoration through Education

We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment we must teach young people to care for, monitor and restore their Harbor.

Education through Restoration

We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water's edge to experience the ecosystem first-hand.

Our Flagship School

The Urban Assembly New York Harbor School's mission is to provide a college-preparatory education built upon New York City's maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

Available Summer 2019 Internship Opportunities:

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**Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Billion Oyster Project believes that diversity and inclusion among our teammates is critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.*



Volunteer Program Internship

Volunteer Program Intern - Job Overview:

The Billion Oyster Project is currently seeking an enthusiastic and outgoing intern to support our Volunteer Program.

Billion Oyster Project's Volunteer Program offers volunteer and educational opportunities for the general public, school groups, and corporate groups. This individual will provide support to the Volunteer Coordinator and Donor Relations Manager to coordinate and execute volunteer activities and public programming on Governors Island.

Responsibilities Include, but are not limited to:

- Support volunteer event coordination and day-of logistics
- Support volunteer activities that educate the public about Billion Oyster Project and support our restoration work and programming needs
- Assist in volunteer data management
- Work with the Fabrication Technician to maintain and organize volunteer supplies
- Staff the BOP Exhibit on Governors Island; Educate general public, including children, on NYC oyster history, significance, and the mission of BOP
- Assist with general administrative tasks of the Development Department

Required Qualifications:

- Rising senior at the New York Harbor School
- Flexible schedule including willingness to work weekends

Desired Qualifications:

- Excellent public speaking and communication skills
- Comfortable working outdoors with public groups
- Strong work ethic, professional, and flexible
- An outgoing personality, enthusiasm and passion for the environment/marine ecosystem
- First aid or CPR certified is a plus

To apply: Applicants will need to submit a resume and cover letter addressed to Montana Jernigan via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>



Operations Internship

Operations Intern - Job Overview:

The Billion Oyster Project is currently seeking an enthusiastic and dedicated intern to support our Operations Team. This individual will work with the Director of Finance and IT/Office Manager to perform various office duties.

Responsibilities Include, but are not limited to:

- Support the operations team in day to day tasks
- Answer phone calls, greet visitors
- Assist in office organization
- Update spreadsheets
- Filing
- Help with the development of the BOP's intranet site
- Work with various BOP departments and supporting their IT/Office needs
- Assist with general administrative tasks

Required Qualifications:

- Rising senior at the New York Harbor School
- Positive attitude
- Detail oriented
- Excellent computers skills

Desired Qualifications:

- Excellent communication skills
- Comfortable working on a variety of tasks
- Strong work ethic, professional, and flexible
- Enjoys a fast paced environment
- Familiarity with GSuite apps

To apply: Applicants will need to submit a resume and cover letter addressed to Theresa Case via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>



Education and Public Engagement Intern

Responsibilities Include:

Harbor School interns will be partnered with BOP Research Associate Technicians to complete tasks within the following departments.

Billion Oyster Project Programs:

Education:

- Assist with preparation and execution of oyster research station (ORS) basic trainings, and symposium.
- Help provide support with field expeditions, ORS maintenance, data collection, curriculum research, and education outreach activities.
- Assist with field expeditions at ORS sites and STEM Hubs.

Public Engagement:

- Assist education team at community outreach events around the city
- Support education team with Day of Service volunteer activities
- Help with Educational Adventures with camp groups on Governors Island

Requirements Are:

- Strong time management skills
- Self-motivated, 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 public speaking skills
- Proficiency in MS Office Suite and/or Google Suite
- Ability to work some weekends and evening hours
- Some duties may require moving equipment weighing up to 50 pounds
- Frequently outdoors: some work will take place on boats, wading in the water, and on-shore in various weather conditions.



The Ideal Candidate:

- Familiar with, marine science, environmental studies, and/or the maritime industry
- Be able to communicate with the public about Billion Oyster Project programs and policies.
- Enjoys working with children, volunteers, and marine life
- Be able to perform office and administrative tasks
- Work weekends on a rotating schedule
- Enjoys working in and/or around the water and being outdoors for an extended time.
- Flexible to change
- Ability to travel with the crew on small vessels

To apply: Applicants will need to submit a resume and cover letter addressed to Robina Taliaferrow via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>



Aquaculture Internship

Aquaculture Intern - Job Overview:

Billion Oyster Project Aquaculture interns will be directly involved in the rearing and maintenance of oyster restoration in New York Harbor. Interns are tasked with working in the field, as well as in the hatchery preparing for and reporting on oyster activities. Summer 2019 aquaculture interns will working on Billion Oyster Project's many reef sites.

Responsibilities Include, but are not limited to:

- Daily Laboratory maintenance
- Feeding and rearing oysters
- Growing microalgae
- Culling oysters at the eco-dock
- Preparing bagged shell at the shell pile
- Spat counts
- Reef installations and monitoring
- Giving or participating in hatchery tours
- Working with volunteers
- Daily journaling, weekly self-assessments, and completion of WBL packet at end of internship

Required Qualifications:

- Rising junior or senior at the New York Harbor School
- Hatchery volunteer work after school
- All [WBL paperwork and requirements](#) met (ISP online application and onboarding complete)

Desired Qualifications:

- Interest in oyster restoration and the health of our harbor
- Excellent organizational, written and verbal communication skills
- Demonstrated maturity, focus, follow through, and attention to safety
- Initiative, ability to work independently and in a group

To apply: Applicants will need to submit a resume and cover letter addressed to Rebecca Resner via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>



Engineering Intern

BOP Engineering Intern - Job Description:

Interns are responsible for basic engineering tasks to support Billion Oyster Project restoration, education, and outreach activities. This includes but is not limited to:

- Collaborate in the design process to improve BOP manufacturing processes and tools
- Assist in coordinating and deploying BOP reef installations
- Assist in field work and data collection when needed (travel to five boroughs required)
- Troubleshoot and repair monitoring equipment and tools
- Work with other BOP interns to improve tools used in hatchery, waterfront, and welding shop.
- Create and maintain work instructions and engineering specifications for BOP reef structures.

Qualifications:

- Interest and knowledge of the Billion Oyster Project
- Basic technical writing skills
- Strong organization and communication skills
- Critical thinking and problem solving skills
- Proactive approach to team tasks
- Familiarity with CAD programs is a plus
- Familiarity with Google Docs/Sheets is a plus
- Familiarity with hand and power tool use is a plus

To apply: Applicants will need to submit a resume and cover letter addressed to JonPaul Turner via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>



Research Technician

Research Technician - Job Overview:

The Billion Oyster Project Research Technicians will be directly involved in the monitoring, research, and analysis of oyster restoration in New York Harbor. Research technicians are tasked with working in the field to conduct research and collect monitoring data at field sites around the New York Harbor as well as in the office to enter data and create summaries and scientific reports.

Summer 2019 research technicians will work primarily on projects devoted to understanding:

(1) oyster growth, survival, health and development, (2) recruitment of juvenile oysters, (3) water quality, and (4) biodiversity in the NY/NJ Harbor.

Responsibilities Include, but are not limited to:

- Prepare, pack, clean, and store all field gear used during BOP monitoring & research events.
- Conduct field research at oyster restoration sites around the NY/NJ Harbor (including: Bush Terminal Park, Coney Island Creek, Paerdegat Basin, Lemon Creek Park, Great Kills Harbor, Soundview Park)
- Enter and catalog collected data
- Create data summaries and monitoring reports
- Share results with BOP Staff in a final presentation

Required Qualifications:

- Rising junior or senior at the New York Harbor School
- All [WBL paperwork and requirements](#) met (ISP online application and onboarding complete)

Desired Qualifications:

- Passion for and interest in science, oyster restoration, and the health of our harbor
- Excellent organizational, written and verbal communication skills
- Demonstrated maturity, focus, follow through, and attention to safety
- Initiative, ability to work independently and in a group

To apply: Applicants will need to submit a resume and cover letter addressed to Liz Burmester via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>



Scientific Diving Internship

Scientific Dive Intern - Job Overview:

Billion Oyster Project Scientific Divers will be directly involved in the science and research of oyster restoration in New York Harbor. Divers are tasked with working in the field, as well as in the office preparing for and reporting on dive activities. BOP Scientific Divers work with the Reef Construction and Monitoring team to plan, implement, and report on dive operations associated with the installation, maintenance, and surveying of oyster reefs at BOP sites too deep for the field team to access.

Summer 2019 dive interns will work primarily on three projects; oyster recruitment and biodiversity surveys at Head of Bay in Queens; annual survey of remediation work in both lagoons at Bush Terminal Park, Brooklyn; and post-installation surveys at Sound View in the Bronx. Exploratory and monitoring dives at current and future BOP reef sites may also be scheduled.

Responsibilities Include, but are not limited to:

- Create comprehensive dive plans for video/transect swath surveys and oyster recruitment searches at Head of Bay
- Collaborate on a plan for the best way to investigate the integrity of geotextile installed during remediation on the bottom of both lagoons at Bush Terminal Park based on information gathered by 2018 interns
- Collaborate on a dive plan to inspect and map shell bottom installation at Sound View
- Safely and efficiently execute all dives as planned, working as divers and/or surface support
- Other diving activities may include
 - Scouting and assessment of new dive sites for future use, potentially including Living Breakwaters on Staten Island and Brooklyn Bridge Park
 - Wild oyster and biodiversity surveys at the new nursery at SUNY Maritime
 - Search and Recovery for lost equipment at Pier 101
 - Growth and mortality surveys at Bush Terminal Park and Sound View
- Care for, pack, clean, and store all dive gear used during BOP dives
- Prepare detailed reports including photos and videos for DEP on all dive work performed at Head of Bay
- Prepare detailed reports on condition of geotextile with photo documentation of evidence of physical disturbance for NYC Parks Environmental Remediation Unit



- Prepare detailed BOP field reports for all diving activities performed
- Use Adobe Premiere to edit video footage for presentation
- Various office/gear locker-based tasks relating to record keeping, organization, equipment maintenance, preparation for Harbor School fall diving, etc.
- Daily journaling, weekly self-assessments, and completion of WBL packet at end of internship

Required Qualifications:

- Rising senior at the New York Harbor School
- Certified as a Scientific Diver or a Scientific Diver In Training close to completion of the course
- All [WBL paperwork and requirements](#) met (ISP online application and onboarding complete)

Desired Qualifications:

- Excellent diving and rescue skills
- Passion for and interest in oyster restoration and the health of our harbor
- Excellent organizational, written and verbal communication skills
- Demonstrated maturity, focus, follow through, and attention to safety
- Initiative, ability to work independently and in a group

To apply: Applicants will need to submit a resume and cover letter addressed to Zoë Greenberg via the link below:

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Waterfront Intern

Waterfront Intern - Job Overview:

Responsibilities Include, but are not limited to:

Assist the Waterfront team in the operations and maintenance of the NY Harbor School & Billion Oyster Project waterfront and vessels. Perform all aspects of maintenance, which shall include: sanding, painting, basic engine maintenance, plumbing, electrical, and carpentry. While underway deckhand Interns will assist the crew in all aspects of shipboard operations. Which shall include: bow watch, steering, boat checks, line handling, navigation, safety training and emergency preparedness.

Essential Duties and Responsibilities:

- Handle mooring lines to dock or undock the vessel.
- Responsible for getting underway, mooring, anchoring, handling lines, and bridge operations in all weather conditions.
- Perform lookout duties while underway, including watching for other vessels and monitoring the waterway for potential unsafe conditions.
- Assist in boarding and disembarking of passengers and ensure the safety of Billion Oyster Project scientists and team members.
- Perform cleaning and custodial tasks of the vessels and property, including maintenance and construction tasks as assigned and minor engineering repairs and rounds as directed.
- Seek the highest levels of quality and professionalism.
- Maintain passenger count for float plan and log.
- Assist with training of crew as directed.
- Seek continuous improvement.
- Assist the Captain in ensuring compliance with all applicable local, state, and federal safety and environmental regulations.
- Assist the Captain in ensuring vessel is in an inspection-ready condition at all times
- Monitor passenger & crewmember safety issues on the boat. Ensure that safety equipment is utilized and appropriate guidelines are followed for all tasks involving physical risk or hazardous materials
- Participate in meetings, training, drills and safety audits as required by USCG, BOP, NYHF and NYHS policy.



- Develop understanding of all phases of shipboard safety procedures and knowledge of location and use of all firefighting and safety equipment (i.e. fire extinguishers, fire stations, life preservers, and work vest).
- Use proper Personal Protective Equipment (PPE).
- Handle and dispose of all chemicals and other types of hazardous or caustic materials in compliance with Material Safety Data Sheets (MSDSs) (as required).
- Report safety, operational, and environmental issues to your direct supervisor immediately.

Required Qualifications:

- Valid First Aid/CPR Certification, and/or ability to obtain and maintain
- Excellent customer service skills
- Ability to effectively interact with passengers, riders, and fellow crew.
- Ability to work in fast-paced, quickly-changing environment
- Previous marine experience or watch standing experience preferred
- Submit to and pass alcohol and drug tests as mandated by the USCG including but not limited to pre-employment, random, reasonable suspicion and post-accident/incident testing.

To apply: Applicants will need to submit a resume and cover letter addressed to Luis Melendez via the link below:

<https://app.smartsheet.com/b/form/de4cd69f946443e1a7602942cf906990>