

Position Title: Program Assistant/Biologist I

Position Overview

The New York Marine Rescue Center (NYMRC) is accepting applications for a **Program Assistant/Biologist I**. This is a part-time position for up to 32 hours per week with partial benefits, including a retirement plan and accrual of five paid time off (PTO) days. Applications will be accepted on a rolling basis until the position is filled.

The New York Marine Rescue Center is a nonprofit rescue and rehabilitation organization dedicated to marine conservation. Our mission is to preserve and protect the marine environment through research, rescue, rehabilitation, and education. As a 501 (c)(3) organization, NYMRC serves as the primary responder for sick and injured sea turtles, seals and small cetaceans, and operates New York State's marine mammal and sea turtle rehabilitation center.

Position Responsibilities

The Program Assistant/Biologist I will support the organization's education, volunteer, rescue, rehabilitation, and research programs. Responsibilities include:

- Assist the Program Coordinator with educational programming and volunteer management.
- Coordinate beach cleanup events and animal adoption programs.
- Support the Office Manager with fundraising events, and donor acknowledgments.
- Deliver engaging educational programs to audiences of all ages.
- Support daily operations of the marine mammal and sea turtle rehabilitation program.
- Participate in the 24-hour stranded marine mammal and sea turtle response hotline.
- Respond to reports of stranded marine mammals and sea turtles in the field.
- Assist with all aspects of animal husbandry, including feeding, enclosure and tank maintenance, and water quality monitoring.
- Assist senior staff and veterinarians with medical examinations and treatments for rehabilitation patients.
- Collect, manage, and enter data for marine mammal and sea turtle research projects.

Required Qualifications

- Bachelor's degree in marine biology, biology, environmental science, environmental education, or a related field.
- Previous experience in animal care, marine mammal and/or sea turtle stranding response, field research, or a combination of these areas.
- Excellent organizational, leadership, communication, and interpersonal skills.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Access; experience with GIS software is preferred.

Application Process

Email your resume and cover letter describing how you meet both qualifications and competencies of the position, mmontello@nymarinerescue.org