

Date: October 2019

POSITION: Coastal Analyst

ROLE: Project-oriented member of Environmental Monitoring Business Team to provide support to the scientists within the Coastal Engineering and Modeling, Coastal Science & Planning, and Coastal Measurements & Sediments Teams. Provide writing support for compiling project reports, Requests for Proposals, and permit applications. On occasion assist in data analysis, GIS analysis support, and support for field data collection efforts.

DUTIES AND RESPONSIBILITIES: The Coastal Analyst will have the following duties and responsibilities:

- Assist in report writing
- Assist in preparing written proposals
- Assist in preparing cost proposals
- Assist in GIS analysis
- Perform basic data analysis using Excel
- Support for field data collection and analysis efforts
- Work successfully with other motivated team members to achieve project goals
- Assure proper archiving and documentation of program data
- Report status of projects and tasks to supervisor
- Complete project assignments within budget and schedule constraints

SUPERVISION EXERCISED

Depending on experience, the selected candidate may work with and/or direct other staff.

SUPERVISION RECEIVED

From senior level scientist, senior coastal ecologist, or engineer

PERFORMANCE EVALUATION: Performance evaluation will be based on:

- Accuracy of work
- Completion of projects at or below budget
- Quality of writing assignments
- Teamwork and ability to work effectively with colleagues
- Ability to contribute to identifying new business opportunities and proposal writing

QUALIFICATIONS

0-5 years of related experience. Course work and/or experience in Coastal Geology, Marine Ecology, Coastal Processes or closely related field is required. Demonstrated writing capabilities are required. A high level of proficiency in business software including MS Word, Excel, and PowerPoint. Familiarity with GIS software is desirable. Excellent English oral communication, writing, interpersonal, and teamwork skills are required, along with proof of eligibility for employment in the United States.



GENERAL INFORMATION:

- Full-time, salaried position
- Informal work environment with open communication to management.
- Benefits package includes a better than market 401(k), health insurance and vacation policy
- Position will be based out of Bourne, MA

Individuals who succeed at Woods Hole Group are pleasant, hard-working, self-starters who share a passion for innovation and commitment to high quality work. Further information about the company:

If this opportunity matches your experience and career vision,
please send resume outlining education, work experience and salary history,
as well as a 1-2 page writing sample to:

The Woods Hole Group, Inc.
107 Waterhouse Drive
Bourne, MA 02532

E-mail: coastalanalyst@woodsholegroup.com
www.woodsholegroup.com

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