



## **JOB ANNOUNCEMENT: FIELD SUPPORT ASSISTANT**

**Job Type:** FULL TIME

The Oyster Recovery Partnership (ORP) is seeking an energetic full-time Field Support Assistant (FSA) to support the organization's shell recycling alliance program in the Baltimore/Washington DC metro area. The position will be responsible for weekly collection of recycled oyster shell as well as assist with other outreach and community events including assisting with delivery operations of Maryland's citizen oyster growing program.

The position will be based in Annapolis, MD.

### **Job Duties:**

This position is responsible at a minimum, to assist in carrying out the following program activities:

1. Assist with collection of oyster shells for the Shell Recycling Alliance (SRA):
  - Weekly trips to collect oyster and clam shell containers and drop off of empty containers at restaurant member locations. Must be comfortable driving medium duty, Class 305, non CDL trucks
  - Liaise with SRA member restaurants staff and personnel to build on SRA's program initiatives
2. Assist with the delivery operations for the Maryland Department of Natural Resources (MD DNR) "Marylanders Grow Oysters Program" (MGO) August-October:
  - Transport oyster spat to specific locations designated by the State of Maryland's program
  - Load and un-load oyster spat from hatchery tanks
  - Liaise with Hatchery staff to insure delivery time lines are in order
3. Able to maintain basic truck operations (fueling, checking fluid levels, applying lubricants)
4. Ability to adjust to changing job priorities and have a high degree of understanding of on-the-job safety practices
5. Willing to support partnership programs, such as but not limited to volunteer programs with students and Partnership events through or with institutions supporting oyster restoration, research and education.

### **Minimum Qualifications:**

#### Qualifications:

6. Valid driver's license; CDL license a plus
  - High School Diploma/GED or pursuing a GED
  - Ability to make decisions and work with multiple people and organizations
  - Excellent physical condition

Additional Requirements:

Physical Requirements:

7. Able to lift or move objects up to 60 pounds, climb into and out of vehicles 4' high and travel over uneven terrain such as; Mud, Gravel, Sand, Rocks, Ice & Snow
8. Ability to work outside in all weather conditions
9. Detect and react to warning signals at work sites (full visual and hearing)

Communication Requirements:

- Communicate and/or exchange information or instructions
- Basic computer skills including Microsoft Office Suite Software (Access Database a plus)

**Benefits:**

Full Medical and Dental benefits, 401K retirement plan.