Job Title	FloodNet Project Manager
PVN ID	BK-2208-005030
Category	Research
Location	BROOKLYN COLLEGE
Department	Science and Resilience Institute at Jama
Status	Full Time
Annual Salary	$55,000.00 - $65,000.00
Hour(s) a Week	35
Closing Date	Mar 06, 2023 (Or Until Filled)

General Description

NYC FloodNet (fhttps://www.floodnet.nyc/) is seeking a full time Project Manager to join our team. NYC FloodNet is a cooperative of researchers, communities, and New York City government agencies working to better understand the frequency, severity, and impacts of flooding in New York City.

The FloodNet team will be responsible for manufacturing, deploying, operating, and maintaining a citywide flood sensor network totaling up to 500 active sensors across the five boroughs over the next five years. A core component of FloodNet is the collection of actionable flood data that will be open-sourced and made freely available to our key groups of stakeholders: community members, City agencies, and researchers. As the project progresses, the FloodNet team will work closely with NYC Department of Environmental Protection (NYC DEP) to transition the network to City ownership at the termination of the project.

The Project Manager will coordinate and manage the project team across institutions and partnerships to ensure cohesion and maximize success. Along with the Community Engagement Manager and Technical Lead, the Project Manager will serve as the first point of contact for FloodNet. This one-year contracted position can be extended annually through December 2026 contingent on funding availability from NYC. The position will be managed by Brooklyn College through the Science and Resilience Institute at Jamaica Bay, with satellite offices at New York University (NYU) Center for Urban Science and Progress (CUSP) and CUNY Advanced Science and Research Center (ASRC).

Interested candidates should provide a Resume and cover letter.

Other Duties

- Establish and maintain processes for effective communication, coordination, and organization between team members across institutions;
- Develop meeting agendas, lead team meetings, and record minutes;

- Manage logistics of the sensor deployment pipeline, including, but not limited to, identifying and siting deployment locations, securing permissions, assisting with outreach to local communities, and logging newly deployed sensors;
- Monitoring and managing the public facing online dashboard, including working with external vendors to maintain and improve the data portal;
- Report project outcomes and/or risks to the FloodNet leadership team as needed—escalating issues as necessary based on project work plans;
- Track and analyze project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements;
- Provide timely progress updates to New York City Department of Environmental Protection, and FloodNet end-users including NYC communities, government and academia;
- Coordinate internal and external resources—including third-party vendors and researchers;
- Monitor budget expenses and develop spending plans;
- Develop and manage information management practices for FloodNet team including organization and security of digital files;
- Represent FloodNet at meetings, workshops, symposia, conferences, and with media contacts;
- Assist with social media and public outreach.

Qualifications

Required:

- Bachelor's Degree
- 3+ years project management experience
- Experience with setting up and maintaining project management applications and communications platforms including Slack
- Experience setting up and tracking budgets
- Strong written and verbal communication skills
- Strong presentation skills
- Strong attention to detail, and ability to work independently and in teams
- Willingness to attend weeknight and weekend meetings
- Demonstrated ability to work with diverse groups/populations

Preferred:

- Masters Degree
- Project management experience at an academic institution
- Bilingual/Multilingual

Experience and/or Interests:

- Community engagement and environmental justice
- STEM Education
- Open data, open science, community science
- Group facilitation skills
- Climate resilience and/or urban flooding
- Sensor design and technology

About the Science and Resilience Institute at Jamaica Bay

The Science and Resilience Institute at Jamaica Bay (SRIJB; srijb.org) is hosted by Brooklyn College and is a partnership between New York City, the National Park Service and CUNY acting on behalf of a consortium of research partners. The SRIJB supports inclusive and equitable planning and decision-making for climate adaptation and environmental stewardship in Jamaica Bay and beyond through research, education and public engagement.

Equal Employment Opportunity

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.