The S.C. Sea Grant Consortium (Consortium) is seeking a part-time Coastal Research Assistant to be based at its office in Charleston, South Carolina. This position will work directly with the leadership of the Consortium, the College of Charleston (CoC) School of Sciences and Mathematics, and the Charleston Resilience Network (CRN) through the CoC Joseph P. Riley, Jr. Center for Livable Communities, and to support operations and conduct tasks as assigned by the Consortium’s Executive Director. This is a six-month hourly position with support now available through December 2020; there is the possibility of work through the Spring 2021 and beyond.

The Consortium is a university-based state agency established in 1980 to optimize the environmental, social, and economic potential of the coastal and marine resources of the state and region through the support of high-quality research, extension, communications, and education programming. For more information about the Consortium, visit http://www.scseagrant.org.

The Coastal Research Assistant will:

- Provide programmatic, coordination, and development support for the ChucktownFloods community flooding resilience web application in conjunction with the CoC Lowcountry Hazards Center:
  - Conduct ongoing research on and maintain and update existing, new, and upcoming flood resilience tools, resources, and data sources and their associated filters and attributes relevant to the Charleston, SC region.
  - Upload new flood resilience tools, resources, and data sources to the ChucktownFloods web application.
  - Complete regular monitoring and repair of all user functionalities of the web application.
  - Maintain and update ArcGIS Interactive Mapping application embedded in the ChucktownFloods web application.
  - Complete regular analysis and reporting on web application use analytics. Incorporate findings into the content and structure of the web application.
  - Maintain and update visual aesthetics of web application to support user experiences and interactions.
  - Develop and update training material for web application.
  - Complete and/or assist with regular stakeholder outreach and training events for the web application.
  - Respond to and/or appropriately redirect all comments and questions submitted through the web application Contact page.

- Provide programmatic and coordination support for the Charleston Resilience Network (CRN) through the CoC Riley Center for Sustainable Communities:
  - Coordinate CRN organizational and planning meetings and community engagement activities, including preparation of minutes and documentation and tracking of action items.
  - Assist with planning and preparation of upcoming meetings with officials from inside and outside the Charleston region.
  - Maintain and enhance CRN collateral materials, including letterhead, brochure, fact sheets (when necessary), website maintenance, and other CRN information pieces.
• Assist CRN and Consortium efforts being conducted through its extramural funding efforts, including the DHS NIPP contract and the NOAA Regional Coastal Resilience Grant.
• When time permits, provide programmatic and coordination support for selected Consortium efforts with guidance and support of the Consortium’s Executive Director.

Required Qualifications:
• Understanding of flooding resilience issues in the Charleston, SC region.
• Demonstrated ability to perform online research, interpretation, and assessment of flood resilience tools, resources, and data sources relevant to the Charleston, SC region.
• Experience or training with Microsoft Office Suite, ArcGIS Online, and some online collaboration software (e.g. GoToMeeting, Constant Contact, Webex).
• Public speaking and technical writing skills and experience.
• Confident independent worker; Strong organization, research, and analytical skills.

Desired Skills:
• Experience or training with Wordpress, Google G Suite, and/or video editing software
• Experience developing web application UX/UI.
• HTML and/or CSS coding.
• Custom web-based GIS application and Wordpress plugin development.

Position Type:
This is a paid part-time hourly position for six months, with the possibility of support for up to an additional 18 months. Work performed through this position may be used to meet academic internship/graduate requirements, as appropriate. In-state and regional travel may be necessary (if allowed); a valid driver’s license is required.

Work Hours and Travel:
This position is based in Charleston, South Carolina. The successful candidate will be expected to work between 20-30 hours per week during normal business hours of Monday through Friday, 8:30 am to 5:00 pm, and will rotate among the offices of the Consortium and the two Centers. It should be noted that some tasks may at times require work in the early evenings or on weekends.

To Apply:
A complete application will include 1) a letter/e-mail of interest explaining how this position will be beneficial to the applicant’s career goals, 2) a resume or curriculum vitae, and 3) the names, phone numbers, and email addresses of three references, to be sent via email to:

  Mr. Ryan Bradley, Assistant Director for Administration
  S.C. Sea Grant Consortium
  287 Meeting Street
  Charleston, SC 29401
  ryan.bradley@scseagrant.org

No phone calls please. This position is available immediately. Review of applications will begin as submissions are received and will continue until the position is filled; applications/applicants will be reviewed by representatives of the Consortium, the CofC Lowcountry Hazards Center, the Charleston Resilience Network, and the CofC Riley Center.

The South Carolina Sea Grant Consortium is an Equal Opportunity/Affirmative Action Employer