

**DUXBURY
B E A C H
RESERVATION, INC.**

Position Title:	Field Coordinator	FLSA Status:	Salaried; exempt
Department:	Coastal Ecology Program (CEP)	Salary Range:	\$45-50K (based on qualifications)
Reports To:	Coastal Ecology Coordinator	Schedule:	Full-time, year-round, starting Fall 2026
Location:	Located in Duxbury, MA, this position offers the possibility of hybrid work from March through October, with a schedule that encompasses evenings, weekends, and holidays as required.		
Supervisory Responsibility:	Seasonal Assistant Field Coordinator, Monitor Supervisors, and Field Technicians		

About the Organization

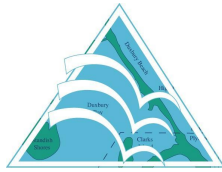
The Duxbury Beach Reservation, Inc., a 501(c)(3) charitable corporation, owns approximately 4.5 miles of Duxbury Beach, a 7.5-mile long barrier beach that extends from Marshfield in the north to Gurnet Point and Saquish in the south. The Reservation's mission is to preserve Duxbury Beach to safeguard the adjacent bays and mainland, protect wildlife and vegetation while welcoming the public to enjoy.

Position Summary

The Field Coordinator manages the daily, in-field execution of DBR's Endangered Species Program (ESP). This position focuses on the monitoring and protection of listed species (Piping Plover and Least Tern), hiring and supervising seasonal field staff, maintaining field equipment, and delivering timely compliance reporting.

Key Responsibilities and Duties

- **Daily ESP Operations:** Manage day-to-day Endangered Species Program field activities, including symbolic fencing, signage, predator tracking, and brood monitoring.
- **Seasonal Staff Management:** Oversee hiring, onboarding, scheduling, daily supervision, and performance evaluations for seasonal staff. Submit payroll for ESP employees.
- **Field Execution & Support:** Perform biological field duties alongside seasonal staff during peak activity or coverage gaps. Ensure strict adherence to DBR management protocols.
- **Training & Presentations:** Design and execute endangered species program training for field staff, town personnel, and volunteers as needed. Organize and present program outcomes at the annual Coastal Ecology Symposium and state-wide meetings as requested.
- **Data & Reporting:** Supervise and review daily field data entry. Complete weekly and end-of-season monitoring logs for town, state, and federal permit compliance.
- **Public & Town Interaction:** Communicate beach rules and regulations professionally to beachgoers. Conduct daily/weekly operational communications with Town of Duxbury Beach staff.
- **Special Field Projects:** Oversee field support projects, such as seasonal infrastructure installation, permitted construction activity, and any other activities within nesting habitat.



DUXBURY
B E A C H
RESERVATION, INC.

Recommended Minimum Qualifications

- B.S. or B.A. in wildlife biology/management or related field preferred (or equivalent work experience).
- Minimum of 2 years of professional experience in avian monitoring, including 1 year of supervisory experience.
- Familiarity with MA Piping Plover Habitat Conservation Plan and state and federal guidelines for Piping Plover management.
- Must have experience and be comfortable interacting in a polite and professional manner with the public.
- Must be able to work long hours outdoors in extreme weather, lift up to 60 lbs across uneven terrain, and possess a valid Driver's License. Personal binoculars required.

How to Apply

The Duxbury Beach Reservation, Inc. is an equal employment opportunity employer. To apply, please fill out a job application including resume and cover letter at <https://duxburybeach.bamboohr.com/careers/42>. Your application will not be processed without completion/receipt of the items above. Applicants are encouraged to apply as soon as possible, and the position is open until filled. If you have any questions about the position or application process, please email careers@duxburybeachreservation.org with "Field Coordinator" in the subject.