

Employment Opportunity

Watershed Coordinator – Blanchard River Watershed

Blanchard River Watershed Partnership (BRWP), a regional conservation 501c3 organization, seeks a candidate for a Watershed Coordinator for the Blanchard River watershed.

JOB DESCRIPTION:

- Under the guidance of the BRWP Board, the Watershed Coordinator will be responsible for providing leadership in **watershed planning** by working with government agencies, non-profits, and individual citizens. The Watershed Coordinator will secure funding to maintain operations of the organization which will include **grant writing** and development of **fundraising** strategies. Excellent public relations, writing, and presentation and skills are essential. Responsibilities include coordination, planning and education among various stakeholders, organizing board, committee and community meetings, preparing reports, and coordinating volunteers. The Watershed Coordinator is a **20-hour per week** position and may require a flexible schedule, including evenings and weekends. An Associate's or Bachelor's Degree in a relevant field is required (desired) along with a strong interest in water quality and environmental issues.
- Beginning salary range is \$18,000 to \$20,000 dependent upon qualifications and experience. The coordinator will begin his or her duties January, 2019.

Specific duties are discussed below:

Major Duties

Watershed Planning and Administration:

- The Watershed Coordinator will secure funding to maintain operations of the organization which will include grant writing and development of fundraising strategies.
- Oversee and guide implementation of grants and grant writing. Maintain financial records necessary to manage a grant. Keep project on time and on budget. Oversee writing of quarterly and final reports to the proper agencies. Organize data, partner contributions, and project progress. Assist with programs and office duties as needed including; annual meeting, workshops, newsletters, and other Partnership activities.
- Proficiency with technology such as Microsoft Office Suite and Publisher.
- Provide leadership in community outreach efforts related to watershed planning. This includes working with the Education Outreach & Communications, and Stewardship committees in developing and disseminating outreach materials to stakeholders. The coordinator will be responsible for outreach such as preparing news releases, the quarterly newsletter, BRWP Times, PowerPoint presentations and displays. Summarize water quality monitoring efforts.
- In cooperation with the BRWP Executive committee, help coordinate Board of Director's activities. Provide technical support to the board. Assist in preparing meeting agendas and coordinating activities to implement projects. Provide leadership to develop strong working relationships among board members, stakeholders, and other federal, state, local government. The Coordinator will also assist subcommittees as necessary.

Required Qualifications

- An Associate's or Bachelor's Degree in a relevant field is desired along with a strong interest in water quality and environmental issues.
- Ability to secure funding to maintain operations of the organization including grant writing and development of fundraising strategies.
- Excellent public relations, writing, and presentation skills.
- Ability to effectively coordinate and manage a complex multi-organizational project.
- Training and/or experience in organizational development, communications, consensus building, facilitation and leadership skills.
- Capability to work independently, establish work priorities and manage time effectively.
- Willingness to complete the Ohio Watershed Academy course for coordinators.
- Ability to work effectively and cooperatively with individuals, groups, and units of government.
- Working knowledge or desire to obtain knowledge of watershed issues, non-point source pollution, restoration strategies and watershed management.
- Proficiency in the use of Microsoft Office Suite and Publisher and possess the ability to learn new computer applications.
- Valid driver's license and reliable personal transportation.
- Must be able to pass a Background Security Check.
- Ability to travel to overnight conferences and work some evenings and weekends.

SALARY AND POSITION DETAILS:

The Coordinator will report to the President of the Blanchard River Watershed Partnership. The Coordinator will work closely with the board of directors for the planning process. Salary is \$18,000 - \$20,000 dependent on qualifications. This is an 18 – 20 hour per week position based on funds available. The coordinators will begin his or her duties January, 2019.

APPLICATION PROCEDURE:

To apply, email resume and cover letter to the Blanchard River Watershed Partnership at jobs@blanchardriver.org

The Blanchard River Watershed Partnership is an Equal Opportunity Employer.