



Alpine Watershed Group

Protecting the Headwaters of the California Alps

JOB ANNOUNCEMENT

April 26, 2018

Title: Watershed Coordinator
Type: Full-time, exempt position
Location: The job is based at the AWG office in Woodfords, California

Overview

The Alpine Watershed Group (AWG) mission is to preserve and enhance the natural system functions of Alpine County's watersheds for future generations. The Alpine Watershed Group provides leadership and facilitates collaboration among diverse stakeholders from throughout the watersheds to identify and implement monitoring, assessment, planning and restoration projects. AWG engages volunteers as stewards through water monitoring and watershed restoration activities. Alpine County provides an ideal rural setting for watershed stewardship and preservation, located at the headwaters of five major rivers of California and Nevada. In close proximity to Lake Tahoe and the Carson Valley, the region offers a beautiful place to work and live.

Position Description

The Watershed Coordinator manages and helps implement all aspects of AWG's monitoring and restoration programs, including the coordination of volunteers, communication with partner agencies and planning watershed activities. The Coordinator will also assist with office management and fundraising. The Coordinator reports to the Executive Director.

Responsibilities

Watershed Planning

- Prioritize and manage all monitoring and restoration activities of the organization in coordination with and by leading AWG's Restoration & Monitoring Committee
- Maintain communication with and coordinate involvement of local/regional natural resource partners in watershed planning and project implementation
- Participate in partner meetings relating to watershed planning, monitoring and restoration
- Represent AWG at regional and statewide watershed functions
- Help supervise AmeriCorps members in program planning and project development

Stream Restoration

- Coordinate and plan for the logistical needs of ongoing restoration projects in riparian and mountain meadow settings, including restoration design, permitting, and environmental documentation
- Identify and coordinate restoration projects as needed throughout Alpine County with guidance from the Restoration & Monitoring Committee
- Manage the planning and implementation of volunteer restoration work days including Earth Day and Markleeville Creek Day
- Implement small-scale restoration projects such as native plantings, head cut repairs, and weed management

Watershed Monitoring

P.O. Box 296 Markleeville, CA 96120

(530) 694-2327

- Develop an annual monitoring program implementation strategy with guidance from the Restoration & Monitoring Committee
- Perform water quality sampling and maintain equipment and lab supplies
- Input, analyze and report on water quality monitoring data
- Implement quality assurance/control of monitoring data and maintain data organization/sharing

Volunteer Program

- Coordinate the involvement of community members and local/regional natural resource partners in watershed planning and project implementation
- Recruit, train, and support volunteers for involvement in monitoring and restoration work
- Oversee the planning and coordination of volunteer water quality sampling events

Outreach & Marketing

- Assist with leading outreach activities and formal presentations
- Develop press releases and publicity materials as needed
- Assist with the maintenance of web outreach tools – website, Facebook and email newsletter
- Plan and coordinate education activities and events

Administration & Fundraising

- Spearhead grant and proposal writing for projects within scope of responsibility
- Assist with various other fundraising activities such as donation requests and sponsorships
- Maintain active program records and develop grant reports
- Assist with meeting planning, document development and office maintenance

Qualifications

- BS or MS in environmental science, natural resource management, or a related field
- 2+ years demonstrated experience in watershed project management and restoration desired
- Experience with watershed restoration, water quality monitoring and data analysis
- Demonstrated ability to facilitate meetings and manage groups
- Demonstrated ability to train, involve and support volunteers
- Ability to work independently and manage multiple projects
- Proficient computer skills - word processing, database, and research; GIS desired
- Strong verbal and written communication skills

Requirements

- Valid driver's license and reliable transportation
- Ability to work evenings and weekends when necessary
- Ability to conduct physically demanding field work at remote locations, lift 20-30 pounds, and sit at a desk for extended periods of time when necessary

Compensation

Salary commensurate with experience. Benefits include paid time off, sick leave and 11 holidays.

Application

Email resume and cover letter to Sarah Green at awg.sarah@gmail.com by **May 31, 2018**. Application process may remain open until position has been filled.