



Alpine Watershed Group

Protecting the Headwaters of the California Alps

JOB ANNOUNCEMENT

Title: Watershed Coordinator
Type: Full-time exempt employee
Salary: Ranges from \$3,987 - \$4,680/month; benefits available
Location: Markleeville, CA

Overview

The Alpine Watershed Group's mission is to preserve and enhance the natural system functions of Alpine County's watersheds for future generations. The Alpine Watershed Group's role is to facilitate collaboration and planning around watershed management and restoration efforts.

Position Description

The Watershed Coordinator manages 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 organizational fundraising. Staff member reports to Executive Director.

Responsibilities

- Manage and implement all monitoring and restoration activities of the organization including project planning, equipment maintenance, data management/reporting and quality assurance oversight
- Identify, design and implement watershed restoration projects
- Coordinate the involvement of group members and local/regional natural resource partners in watershed planning and project implementation
- Recruit, train, and support volunteers for monitoring and restoration work
- Manage the annual Markleeville Creek Day event including project development, event planning, and volunteer coordination
- Assist with planning and coordination of annual Alpine Aspen Festival event
- Represent AWG at regional and statewide watershed functions
- Maintain active program records and develop grant reports
- Develop and implement outreach and education activities including community & youth presentations, press releases, publicity materials, and web-based marketing tools
- Takes the lead on grant and proposal writing for projects within scope of responsibility
- Assist with other fundraising activities such as donation requests and sponsorships

Qualifications

- BS or MS in environmental science, natural resource management, or a related field
- 3-5 years demonstrated experience in watershed project management and stream restoration desired
- Experience with water quality monitoring and data analysis (restoration experience also preferred)
- Demonstrated ability to facilitate meetings and manage groups
- Demonstrated ability to train, involve and support volunteers
- Ability to work independently and manage multiple projects
- Ability to work in all types of field and weather conditions
- Proficient computer skills - word processing, database, and research; GIS desired
- Strong verbal and written communication skills

Application

Email resume and cover letter to Sarah Green at awg.sarah@gmail.com by **March 31**. Application process may remain open until position has been filled. Target start date: April 18, 2016.