



Alpine Watershed Group

Protecting the Headwaters of the California Alps

Job Announcement: Outreach & Volunteer Coordinator

Alpine Watershed Group (AWG) seeks an Outreach & Volunteer Coordinator to help implement AWG's community outreach and education, monitoring, and restoration programs.

Location: The job is based at the Alpine Watershed Group office in Woodfords, California.

Employment Status: Full-time, non-exempt

Reports to: Watershed Coordinator and Executive Director

Organization Description: AWG's mission is to preserve and enhance the natural system functions of Alpine County's watersheds for future generations. AWG 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.

Responsibilities

Community Outreach & Education

- Lead development of web outreach tools: website, email newsletter, and social media
- Plan, coordinate, and lead education activities and events
- Create and distribute flyers
- Develop and distribute press releases and other publicity materials as needed
- Coordinate and lead presence at tabling events
- Give formal presentations
- Plan, coordinate, and assist with leading bimonthly stakeholder meetings and quarterly stakeholder forums
- Develop and maintain partnerships
- Participate in partner meetings, in particular be an active participant in Alpine County community meetings and activities
- Maintain database of organization contacts

Watershed Planning & Restoration Program

- Assist Watershed Coordinator with coordinating the involvement of community members and local/regional natural resource partners in watershed planning and project implementation
- Collect and catalog all assessments and data collected for Alpine County watersheds over past two decades, assist with conducting a gap analysis to identify needs
- Assist with planning and implementation of volunteer restoration work days, including Earth Day and Markleeville Creek Day, including soliciting sponsorships and in-kind donations

Monitoring Program

- Recruit, train, coordinate, and support River Monitoring Program volunteers under the direction of the Watershed Coordinator
- Maintain equipment and lab supplies
- Input, analyze, and report on water quality monitoring data
- Assist with implementation of quality assurance/control of monitoring data and maintain data organization/sharing

Administration & Fundraising

- Assist with grant writing as needed
- Assist with various other fundraising activities, such as donation requests and sponsorships
- Maintain active program records and assist with grant reports
- Assist with meeting planning, document development, and office maintenance

Qualifications

- BA or BS, focus on communications and/or environmental studies in environmental science, natural resource management, or a related field
- 1-2 years internship or work experience desired
- Experience with water quality monitoring and data analysis a plus
- Demonstrated ability to facilitate meetings and manage groups
- Demonstrated ability to train, involve, and support volunteers
- Ability to both work independently and to work collaboratively as a team member
- Ability to manage multiple projects
- Proficient computer skills—word processing, graphic design, database, and research
- Strong verbal and written communication skills

Requirements

- Valid driver's license and reliable transportation
- Ability to work evenings and weekends; trade work-week days when night or weekend obligations
- 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, \$200/month toward health insurance premium, sick leave, and 11 holidays.

Application

Email resume and cover letter to Kimra McAfee at awg.kimra@gmail.com by **October 21**. Application process may remain open until position has been filled.