

Tinker's Creek Watershed Partners Watershed Coordinator Job Description

Reports to: Executive Director & Senior Project Manager
Full time

Job Summary: The TCWP Watershed Coordinator implements the Tinkers' Creek and Brandywine Watershed and NPS-IS plans for the protection of the Tinker's Creek and Brandywine watershed through collaboration with staff and stakeholders, on a multi-jurisdictional basis. The TCWP Watershed Coordinator furthers the goals, mission, and vision of TCWP.

Responsibilities

- Administers Good Housekeeping and Pollution Prevention programs for TCWP member communities
- Assists with the Public Involvement/Public Education Program (PIPE) implementation which involves helping coordinate PIPE program in assigned communities, organizing public involvement and educational events, developing outreach materials to each community for stormwater education, assisting with annual reporting for each community and assessing PIPE program quarterly to ensure it is running smoothly and effectively.
- Implements and updates of Tinker's Creek and Brandywine Watershed Plans. Engages stakeholders and assesses program quarterly to ensure it is running smoothly and effectively.
- Oversees stormwater management guidance including, but not limited to, Phase II NPDES Stormwater assistance to communities, education and outreach, and other aspects of stormwater management and related programs.
- Maintains certification in stormwater best management practice inspections and performs these inspections for watershed communities, universities, and businesses.
- Assists with social media including Facebook and Twitter.
- Assists with maintaining the Tinker's Creek Watershed Partners website.
- Posts updates regarding registration for workshops and quarterly newsletters.
- Provides stormwater technical assistance to partner agencies, municipalities, and residents of the Tinker's Creek and Brandywine Watersheds.
- Assist in the development and maintaining the watershed management plans for the Tinker's Creek and Brandywine Watersheds, to assist in developing and obtaining funding for projects and programs to implement those watershed management plans, and to assist in the oversight of project and program implementation.
- Assist in the watershed project management, including communication and relationship building with project partners and stakeholders, data analysis, budgeting, developing solutions to stream/watershed problems, goal-setting, and tracking results.
- Updates Nonpoint Source Implementation Strategy documents and related plans.

- Manages aspects of the water quality data collection program including maintaining data, coordinating volunteers with the Environmental Education Coordinator, and making recommendations based on data.
- Responds to requests for technical assistance and outreach to communities, agencies and landowners. This includes servicing on committees/working groups and/or provide technical assistance.
- Participates in local/regional technical advisory committees, as assigned.
- Assists with administrative tasks.
- All other duties as assigned.

Requirements

- Experience working with municipalities
- Experience with the NPDES requirements specifically Good Housekeeping (MCM6)
- Experience in watershed planning
- Project management
- Program management
- Successful grant writing
- Excellent oral and written communication skills
- Excellent presentation/public speaking skills
- Attention to detail
- Ability to collaborate
- Strong math and reasoning skills
- Ability to work independently
- Strong computer skills
- Proficient in GIS Mapping
- Excellent interpersonal skills
- Conflict management skills
- Creative problem solving
- Ability to work with diverse stakeholders
- Facilitation skills
- Organizational skills
- Time management/efficiency skills
- Goal oriented
- Detail oriented
- Ability to prioritize
- Must be willing to work indoors and outdoors in all seasons, traverse by foot across rough terrain. Ability to present offsite in the region.
- Capable of doing minor work including tree planting and stream clean-ups.
- Ability to present offsite programs in the region.
- Must be willing to work evenings and weekends.

Education: Bachelor's degree required
Master's degree, preferred
Major in Environmental Science, Natural Sciences/Studies preferred

Experience: Five years related experience and/or training, Stream and watershed knowledge required. Preferred: Demonstrated success in grant writing; Project management

Compensation: 40 hours a week, medical benefits, starting salary \$35,000-\$40,000 commensurate with experience and qualifications.

To Apply:

Send a resume, letter of interest, and contact information for three references to Harry Stark, Executive Director, Tinker's Creek Watershed Partners, PO Box 444, Twinsburg, OH 44087 or via email at harry@tinkercreekwatershed.org.