

**POSITION OPEN ANNOUNCEMENT**

**Wabash River Enhancement Corporation**

**Job Description**

**Watershed Coordinator**

The watershed coordinator (Coordinator) will be responsible for managing and implementing the watershed management plan for the Region of the Great Bend sub watershed of the Wabash River in a manner that is inclusive of all stakeholders. The Coordinator will work closely with government agencies, non-profits and other nongovernmental organizations, businesses, agricultural producers, and individual residents in the community to implement watershed restoration, education, and outreach activities. The coordinator will organize and facilitate committee meetings, plan and lead public meetings, coordinate volunteers, write grants, and host educational events. Specific duties are described below.

**Major Duties**

**Manage and implement watershed management plan**. Manage and implement the management plan for the Region of the Great Bend sub watershed of the Wabash River.

**Oversee/Implement 319 Grant.**

* Maintain financial records necessary to manage grant.
* Implement grant contract to complete contract tasks including cost share grant program to install Best Management Practices within the watershed.
* Keep project on time and on budget.
* Write quarterly and final reports to Department of Environmental Quality.
* Organize data, partner contributions, and project progress

**Lead** **Community Outreach Efforts.** Lead efforts related to river and watershed restoration, conservation, and corridor enhancement. This includes

* Developing and disseminating outreach materials to stakeholders at venues such as community events
* Networking among agencies, organizations, and individuals.
* Preparing press releases, PowerPoint presentations, displays
* Managing three web sites and agency social media platforms.
* Lead festival planning committee and implementation of Wabash Riverfest

**Coordinate/Lead 319 Watershed Program Steering Committee Activities.** Provide technical support to the steering committee. Assist in preparing meeting agenda and coordinating activities to implement project. Provide leadership to develop strong working relationships among steering committee members, stakeholders, and other federal, state, local government agencies. The Coordinator will also assist/lead subcommittees as necessary.

**Lead Watershed Restoration Activities.** The coordinator is responsible for leading, coordinating, and facilitating watershed restoration activities such as invasive plant removal and clean ups through developing agency programs, and, or in coordination/partnership with relevant community partners.

**Fulfill Agency Mission.** Assist the Executive Director in leading, planning, and facilitation of meetings, workshops, newsletters, office, and other activities as assigned to fulfill the agency’s mission.

**Required Qualifications**

* Bachelor’s degree in environmental science, water resources, planning, or a related natural resource management field plus 2 years, experience. A Masters is preferred (or a combination of education and experience).
* 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.
* Excellent writing, presentation, and public relations skills.
* Strong working knowledge of watershed and water resource issues, non-point source pollution remediation strategies, and watershed management.
* Ability to work independently, establish work priorities, and manage time effectively.
* Proficiency in the use of MS Word and Excel, and ability to learn new computer applications.
* Working knowledge of geographic information systems and their use in watershed planning.
* Working knowledge of web site management and social media platforms management.
* Valid driver’s license and reliable personal transportation.
* Must be able to pass a Background Security Check.
* Strong Ability to work effectively and cooperatively with individuals, groups, and units of government.
* Ability to travel to overnight conferences and work some nights and weekends.

**Salary and Position Details**

* The Coordinator reports to the Executive Director of the Wabash River Enhancement Corporation.
* The Coordinator works closely with the volunteer steering committees, all levels of government, nonprofit and other nongovernmental organizations, and agricultural producers to complete job duties.
* Salary range: $47,740.00-50,605.00 - Dependent upon qualifications. Benefits are included in the form of a $6,000 allowance for health insurance and retirement.
* The position is currently funded through December, 2022. A follow up three year IDEM 319 grant has been approved and submitted by IDEM to EPA for the period of 2023-2025. This is a full time position and the Coordinator office is housed in the Wabash River Enhancement Corporation’s offices in the Historic Big Four Railroad Depot Building located at 200 North 2nd Street, Lafayette, IN 47901.

T**o Apply**

Send a resume, cover letter, and names and contact information for three references to:

Stanton Lambert, Executive Director, Wabash River Enhancement Corporation, 200 North 2nd Street, Lafayette, IN 47901. Applications can be emailed to [slambert@wabashriver.net](mailto:slambert@wabashriver.net) . The letter of interest should address the applicant’s qualifications and ability to fulfill the duties of this job. Please let us know if we can contact current or previous supervisors.

Position will remain open until filled. EOE