

JOB POSTING – PROGRAM COORDINATOR

The Sun River Watershed Group (SRWG) is seeking a Program Coordinator. This position is funded for one year with potential to extend depending on funding availability. Send your cover letter, resume, and three professional references to Tracy Wendt at tracy@sunriverwatershed.org.

SRWG works collaboratively to protect and restore the resources of the Sun River watershed and its communities.

SRWG STRATEGIC VALUES

- *Improved water quality* through reduction of sediment, nutrients, and temperature;
- *Adequate stream flows* in all seasons that support multiple uses including agriculture, recreation, fish, and wildlife;
- *Restored hydrologic processes*, such as floodplain connectivity and river migration;
- *Enriched natural resources*, such as soils, fish, and wildlife;
- *Noxious weeds control*;
- *Community education* about watershed resources and stewardship; and
- *Monitoring and follow-up* actions to ensure project success.

More information is available at www.sunriverwatershed.org.

POSITION OVERVIEW

The Program Coordinator is a full-time, hourly position reporting to the Executive Director. The Program Coordinator is responsible for SRWG programs including data collection and other field tasks, event coordination, outreach, and volunteer recruitment. The Program Coordinator assists with fundraising, grant writing, board of directors support, stakeholder outreach, implementing SRWG's Watershed Restoration Plan, and other tasks that further SRWG's mission and values.

POSITION DUTIES & RESPONSIBILITIES

- Coordinate SRWG's Water Quality Program, including:
 - Update the Sampling and Analysis Plan annually
 - Collect water quality samples and submit to lab (April -October)
 - Organize and maintain water quality reports, data, and photos
 - Submit annual water quality data
 - Apply for, manage, and report on relevant grants
 - Social media posts during water quality season
 - Organize and execute annual water quality working group meeting
- Coordinate SRWG's Low-Tech, Process-Based Restoration(LTPBR) Program, including :
 - Annual project monitoring and maintenance
 - Coordinate a public workshop and site tour
 - Screen and prioritize new sites for future projects
 - Supervise volunteers and construction crews at project sites
- Coordinate other SRWG programs and events, including publicizing the program and associated events, organizing and executing events, social media campaigns, assisting with fundraising,

recruiting volunteers, grant writing and reporting, and looking for ways to grow and improve each program. Annual events include:

- Freezout Lake Cleanup
- Weed control program
- Rain Barrel Workshop
- Bear Aware Education
- Bashin' Trash River Cleanup
- Develop new programs and events that further SRWG's mission and strategic values
- Supervise Big Sky Watershed Corps Member, intern, volunteers, or others as relevant
- Represent SRWG at partner meetings and events
- Administrative duties, board of directors support, other tasks as assigned

The Program Coordinator may delegate tasks described below to other employees, volunteers, or interns under the Coordinator's supervision, but the responsibility of ensuring the task was completed satisfactorily is ultimately the responsibility of the Program Coordinator.

QUALIFICATIONS

- Minimum Bachelor's degree in natural resources, conservation, restoration, or related field
- Minimum one year work experience in natural resources, restoration, or related field
- Detail-oriented and experienced with collecting, organizing, storing, and reporting data. If experience is limited, you must be willing to learn these skills.
- Experience working on multiple priorities efficiently with little oversight; able to meet deadlines
- Interest in natural resource problem-solving and communication, especially pertaining to water quality, weed control, river dynamics, fish & wildlife habitat, recreation safety, and conservation
- Experience working as part of a team and with multiple, diverse stakeholders; Tact and communication skills necessary for discussing sensitive issues with diverse stakeholders
- Effective communication skills; willingness to speak in public, to the media, and in front of groups
- Problem-solving; willingness to jump in and help with minimal direction or supervision
- Proficient with Microsoft programs, especially Outlook, Word, Excel, and PowerPoint; willing to learn. Experience with GIS and social media is a plus.
- Eagerness to learn any tasks that are unfamiliar and build skills to be an effective program coordinator

COMPENSATION

- \$17-20 depending on experience
- 40 hours per week, flexible schedule, some weekend and evening work required
- Medical stipend (medical insurance not provided)
- Retirement plan with employer match
- Phone and internet stipend
- Work from home
- Ample paid time off and holidays
- 6-month probationary period includes some benefits

This position is open until filled. Start date is negotiable.