**Hudson River Sloop Clearwater**

724 Wolcott Ave., Beacon, NY 12508 (845) 265-8080 x 7113 [www.clearwater.org](http://www.clearwater.org)

*Educating, Inspiring and Activating the Next Generation of Environmental Leaders!*

**Job Description**

**Green Cities Coordinator**

Clearwater is a 47-year old Hudson River environmental organization dedicated to protecting and restoring the Hudson River and related resources in the Hudson River Valley, while promoting environmental justice and inspiring the next generation of environmental leaders. In addition to our education programs on land and on board our 106-foot sloop, Clearwater works on issues of environmental protection, public health, and quality of life for people in the Hudson watershed.

Our Green Cities Initiative (GCI) seeks to create sustainable Hudson Valley communities, with a focus on Hudson River cities including Kingston, Poughkeepsie, Newburgh, Beacon and Peekskill, through education, training, community organizing, and planning assistance related to watershed management, green infrastructure, and environmental and climate justice. It also includes elements of career development and preparation for inner city youth.

The Green Cities Coordinator is responsible for performing program work, which currently has a focus on urban watershed protection initiatives and is grant-supported. Duties include coordinating community groups, performing stream assessments, developing green-infrastructure plans, mentoring youth, and organizing education and outreach programs and events.

**Specific Responsibilities of the Green Cities Initiative Project Coordinator**

1. Implement GCI Programming

* Perform duties as assigned under supervision of the Environmental Action Director and the Executive Director
* Organize and coordinate community groups
* Work with residents, municipal officials, community groups and volunteers to:
  + Help communities develop and implement Watershed Management Plans, including climate-change adaptation and resilience
  + Create and oversee green infrastructure, community gardens, and other urban greening plans and projects, including employment-training programs
  + Perform environmental monitoring and assessments such as stream-walk programs and storm-drain mapping
  + Create educational displays and materials
  + Organize and host community outreach and education events
  + Advance Environmental and Climate Justice, with emphasis on climate change mitigation, adaptation and resilience
  + Educate anglers and community members regarding the NYS Department of Health Fish Advisories
  + Mentor, education and activate youth interns in all of the above
* Act as local spokesperson: help write press releases, attend press conferences, present to community groups, local governments, table at Clearwater and other events, etc.
* Assist with grant-writing, fundraising and other development strategies to ensure the GCI is sustainable over time.

2. Maintain and Report on Grant Contracts

* Assure compliance and fulfillment of all grant obligations, both in terms of program obligations and in the preparation and submission of all progress, final and other written reports required by the grant agencies
* Keep detailed records of activities, expenses, contracts, etc. to document activities, costs and grant compliance and maintain communication with grant officers
* Manage billing for self, sub-contractors, interns on stipends, and other staff

**Minimum Qualifications**

**Required -**

* Bachelor's or Master’s degree in environmental science, planning or related field (or equivalent work experience)
* Excellent verbal and written communication skills; ability to interact effectively with a wide range of audiences, including the public, staff, grant agencies and volunteers
* Strong organizational, research and editing (and record-keeping and progress-tracking) skills
* Strong computer skills
* Self-motivation and the ability to work both independently and collaboratively
* Reliable transportation (because travel around the Hudson Valley is frequent and public transit is limited)

**Desirable –**

* Experience working on state and federal grants, including reporting
* Community-organizing experience
* Fluency in Spanish
* Knowledge of Word, Excel and PowerPoint, GIS and various social-media platforms

**Salary**

This is a full-time position, with potential for growth. A competitive salary with benefits and expense reimbursement.

**To Apply**

Email cover letter, resume, and references to [office@clearwater.org](mailto:office@clearwater.org), subject: Green Cities Application.

*Clearwater is proudly an Equal Opportunity Employer.*