

Watershed Program Coordinator

Hours: 30 hours per week, minimum 3 days in office during working hours (9 a.m. – 5 p.m.)

Responsibilities of Environmental Program Associate position include:

1. Work cooperatively with the Environmental Director in all aspects of Clearwater's advocacy program as **Fall Kill Watershed Coordinator**, focusing on **Green Infrastructure (GI)**, **Climate Justice (CJ)** and other grants that Clearwater has been contracted to implement:

- Coordinate and develop watershed awareness, planning and protection programs, focusing primarily on Dutchess and Ulster Counties
- Continue to coordinate Fall Kill Watershed Committee by responding to requests with referrals and guidance, and to work with area youth on projects related to watershed protection, green infrastructure and climate justice. Work with Cornell Cooperative Extension on Creek Month and related activities as time allows, after assuring that progress GI and CJ work is maintained according to schedule.
- Arrange meetings with community groups and individuals in Poughkeepsie and Hyde Park to further the goals of watershed protection, green stormwater implementation and climate justice. Assist with planning of conferences, educational events, technical briefings and other meetings
- Network with and present information to community groups, other watershed groups, local governments, media and others, including occasional evenings and weekend days.
- Perform necessary site inspections and analysis and prepare required reports and billing information in a timely manner.
- Perform environmental justice inventory in Poughkeepsie and assist with Beacon, Kingston and other cities as needed.
- Research issues related to watershed protection, green stormwater infrastructure, climate change and environmental justice to produce outreach materials, displays, fact sheets, reports and website development.
- Attend seminars, classes, and other staff development activities
- Return calls and maintain correspondence related to assigned projects, and other inquiries promptly
- Write media releases and organize press conferences
- Maintain and update Clearwater's database of contacts related to GI and CJ
- Lobby elected officials to promote watershed protection on a limited basis
- Research funding opportunities, provide technical information, write or otherwise assist in the preparation of future grant proposals in support of watershed protection, green stormwater infrastructure, climate change and environmental justice
- Provide support for other Clearwater departments, including Education, as needed.
- Provide staff support to the Program Committee of the Board.

2. Perform other duties as required.

The Watershed Coordinator is required to maintain reliable transportation, as the position requires some travel.

Day to day, the Watershed Coordinator will join others on staff to maintain adequate order, cleanliness, and comfort of the office and will cooperate with all team-oriented projects of the organization as requested.

Like all members of the organization's staff, the Watershed Coordinator is expected to project the philosophy of care and concern for the environment when interacting with the general public and Clearwater's volunteers.

Qualifications:

- Bachelor's degree or equivalent; environmental sciences preferred
- Computer proficiency; knowledge of Microsoft Word, Excel and Access are helpful
- Excellent verbal and written communication skills
- Ability to work independently
- Excellent organizational skills, including ability to handle multiple tasks
- Strong research and editing skills
- Ability to interact cooperatively and effectively with public, staff and volunteers
- Demonstrated commitment to and understanding of environmental issues
- Experience and/or expertise in Watershed Protection, Green Infrastructure, Environmental Justice and Climate Change are highly desirable.

Salary: Negotiable, depending on experience, with benefits.

To Apply: Please send cover letter, resume, and references to Manna Jo Greene, Environmental Director, 724 Wolcott Ave., Beacon, NY 12508 or email to mannajo@clearwater.org.

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