



WATERSHED CONSERVATION ASSISTANT

Job Description

POSITION SUMMARY: This position will coordinate our riparian buffer planting projects including: landowner outreach, planning, implementation and maintenance as well as fulfilling grant requirements. The Assistant will also help with our municipal outreach conducted through the Christina Watersheds Municipal Partnership (CWMP) by maintaining educational resources on the website and planning and implementing meetings and educational events to promote green stormwater management. Opportunities exist to grow and learn about stream restoration and water quality work by assisting the Watershed Conservation Director with planning, implementing and grant writing for our ongoing projects.

POSITION REPORTS TO: Watershed Conservation Director

KEY RESPONSIBILITIES AND DUTIES:

1. Coordinate riparian buffer planting projects from planning to implementation and maintenance. Work with landowners for successful planting projects. Assist with distribution of trees through state programs with BRC partners.
2. Manage grant requirements, accounting, and data recording and reporting for riparian buffer projects.
3. Assist with coordination of Christina Watersheds Municipal Partnership (CWMP), especially maintaining CWMP.org website content, planning CWMP meetings, and workshops.
4. Promote sustainable stormwater infrastructure with municipalities and landowners. Conduct site visits and follow-up reports and assist with project implementation as appropriate.
5. Assist with stream restoration projects and watershed assessments and reports working with consultant and Watershed Conservation Director.
6. Assist with BRC events, programs and activities.

POSITION QUALIFICATIONS:

1. Education: Preferred degree in Biology, Environmental Studies, Geology or related fields OR related work experience.
2. Experience: Prefer working experience with watershed conservation assessment, planning and project implementation, stormwater management, and especially riparian buffer planting.
3. Strong Communication skills (written and verbal).
4. Excellent inter-personal skills with strong ability to influence others.
5. Strategic and creative thinker for project planning.
6. Good computer skills with Microsoft Office.
7. Strong ability to multitask and prioritize.
8. Able to work outdoors in all seasons, lift 50 pounds, and use basic hand tools.

HOURS: Part-time, year-round position, 20 hours/week, flexible hours with some evenings and weekends

COMPENSATION: Competitive hourly salary