



## **Job Announcement: Watershed Outreach Specialist**

The Watershed Institute, a dynamic and multifaceted nonprofit conservation organization, is seeking a full-time Watershed Outreach Specialist. The Outreach Specialist serves as a provider of resources for non-profit organizations, municipal “green teams” and environmental commissions, and professionals engaged in watershed protection and restoration efforts in the state of New Jersey. The Outreach Specialist helps these partners address issues affecting water quality, water quantity, and overall watershed health. This position requires a motivated and organized candidate to promote civic leadership across the state by providing a variety of resources and services as outlined below. The Outreach Specialist works in The Watershed Institute’s Policy Department under the direction of the organization’s Policy Director.

### **Responsibilities include:**

- Provide administrative and policy support to the New Jersey Council of Watershed Associations, a collaboration of more than 20 local watershed organizations in the state.
- Provide one-on-one technical assistance relating to various environmental and local governance issues.
- Organize and execute an annual workshop series designed to cultivate effective, inclusive and representative civic leadership on watershed-related issues.
- Manage a small grant program that supports watershed associations and conservation organizations in New Jersey.
- Help manage The Watershed Institute’s web resources, social media, and other outreach tools.
- Coordinate the annual NJ Watershed Conference.
- Assist with efforts of the Policy Department to advocate for clean water protections and other organizational priorities, initiatives, and events as needed.
- Work to advance diversity, equity, and inclusion in the watershed community by elevating and supporting a diverse contingent of emerging civic leaders.

### **Minimum Qualifications:**

- Bachelor’s degree or higher with three years of related experience.
- Expertise in the environmental field and commitment to civic engagement.
- Highly organized and detail-oriented.
- Project or program management experience.
- Partnership and coalition-building experience.
- Excellent written and oral communication skills.
- Ability to interface in a professional and warm manner with diverse stakeholders.

Preferred applicants will have some familiarity with watershed management and environmental policy and/or advocacy work, nonprofit management, and grant writing. Website/social media experience desired. The Watershed Institute is committed to building a culturally diverse organization and strongly encourages applications from people of color.

The Watershed works to keep water clean, safe, and healthy through conservation, advocacy, science, and education. Our offices are located in the LEED-Platinum Watershed Center on the 950-acre Watershed Reserve in Hopewell Township. Applicants should e-mail a cover letter, resume and salary requirements to Kevin Walsh, Deputy Director [kwalsh@thewatershed.org](mailto:kwalsh@thewatershed.org). To learn more about The Watershed Institute, please visit our website: [www.thewatershed.org](http://www.thewatershed.org).

The Watershed Institute is an equal opportunity employer.