



## **Job Announcement**

### **River-Friendly Program Coordinator**

**Full Time (40hrs/wk)**

**Salary Range: \$45,000 - \$55,000**

The Watershed Institute, a dynamic and multifaceted nonprofit conservation organization, is seeking a full-time coordinator of its River-Friendly Certification Program. The River-Friendly Coordinator works one-on-one with residents, schools, businesses and golf courses to adopt stewardship actions that conserve water, restore habitat for wildlife, and educate the public about environmental stewardship. The Watershed Institute is committed to building a culturally diverse organization and strongly encourages applications from people of color, particularly residents of Trenton and neighboring communities.

**Position Summary:** The River-Friendly (RF) Coordinator works within the Watershed's Science & Stewardship Department and collaborates with the organization's education and policy departments to promote and expand the four main RF programs (Residential, Schools, Businesses, Golf Courses), and works with the participants towards certification. They will actively engage the community through outreach, education, and restoration actions to meet the programs goals. See <https://thewatershed.org/river-friendly/> for more information about the program.

### **Specific Responsibilities:**

- Identify and recruit applicants to the RF Residents, Schools, Business, and Golf Course programs.
- Work with RF participants throughout the certification process including reviewing applications, conducting site visits and determining goals.
- Coordinate with partner organizations and a Technical Advisory Committee (TAC) as needed.
- Collaborate with other members of the Watershed's science and stewardship team as well as the organization's education and policy staff to advance the program's goals.
- Develop/lead/participate in new and/or currently established educational/informational RF activities such as school programing, tabling events, workshops, stream clean-ups, etc., to broaden and engage the constituency of the RF programs.
- Design and distribute program materials such as brochures, flyers, and/or fact sheets.
- Train and support other organizations interested in adopting the RF program.
- Maintain the RF database of applications, member list, and any associated program data; document progress and evaluate program effectiveness using measurable outcomes.
- Maintain the RF website, keeping info related to participants, events, programs, etc. current.
- Perform other duties as required as part of the Watershed Institute's Science and Stewardship Staff.

### **Qualifications:**

- Bachelor's Degree in environmental science or similar field, and at least one year of work experience. Individuals with equivalent knowledge/experience and enthusiasm to learn on-the-job may also apply.
- Knowledge of human/environment impact issues; Knowledge of water quality, stormwater pollution impacts and mitigation through Green Infrastructure features (rain barrels, rain gardens, bioretention systems, etc.) is a plus.
- Outreach and diplomacy skills, ability to communicate the subject matter to a wide range of audiences.
- Excellent written & verbal communications skills; comfortable with public speaking.
- Computer skills including MS Office (Word, Excel, PowerPoint), as well as Google and OneNote drive/software usage. Desktop publishing and website management skills is a plus.
- Strong team player but also must be comfortable working independently with minimum direction.

The Watershed Institute is an equal opportunity employer.

Benefits include paid holidays, vacation, sick, and personal time, health, dental, and life insurance, and 403(b) retirement savings opportunities. Regular working hours are flexible, some evening and weekend hours are required with this position. Dormitory housing on the Watershed's property may also be available (interested applicants should ask for additional details).

**To Apply: submit your resume and cover letter to The Watershed Institute at [jobs@thewatershed.org](mailto:jobs@thewatershed.org). Please reference job code RF0748 in your email.**