

West Creek Preservation Committee
Watershed Coordinator

Position Description

Title:	Watershed Coordinator
Job Status:	Full-time, salaried position with variable hours, some evenings and weekends
Work Location:	Northeast Ohio watershed communities of Parma, Brooklyn Heights, Seven Hills, Independence, Ohio.
Salary:	Competitive non-profit compensation package, commensurate with experience
Position Term:	Start date: October 2007

Position Overview

The primary duty of this position is to continue the implementation of the West Creek Valley Management Plan and West Creek Preservation Committee's mission to conserve, protect and enhance the natural, historical and recreational resources in the West Creek Watershed and vicinity through the protection and restoration of natural lands and the development of a greenway trail network. This position requires working independently and as a team player to coordinate a 501(c)3 watershed, land conservation, and trails organization. The Watershed Coordinator's work involves both office and some outdoor work. Office work involves plan formulation, report and grant writing, and both day and evening meetings. Field visits will be made to project locations to record data and make assessments of needs. The position also involves public speaking, presentations, and meetings with stakeholders, project partners, and public officials. Occasional overnight travel will be required to represent West Creek Preservation Committee and its interests at various seminars and conferences. The Watershed Coordinator must provide his/her own transportation and have a valid driver's license and insurance; mileage will be reimbursed.

Duties

- ◆ Work with WCPC Board and public and private sector organizations to implement the WCPC's mission, the West Creek Valley Management and Watershed Action Plan.
- ◆ Facilitate the organization's growth into an urban land trust.
- ◆ Facilitate conservation acquisitions and negotiations with landowners.
- ◆ Manage land conservation, stream and wetland restoration, planning, and trail development projects.
- ◆ Research, write, and manage grant proposals to fund WCPC activities and projects.
- ◆ Prepare and submit reports on watershed activities, including grant fund utilization, to foundations, state agencies and the WCPC Board.
- ◆ Represent WCPC as directed by the Board.
- ◆ Facilitate integration of watershed curriculum materials into appropriate curriculum, and provide students with opportunities for hands-on assessment, monitoring, and restoration

projects. Develop working relationships with colleges and universities in the region that will give students the opportunity to work on advanced assessment, monitoring and restoration projects.

- ◆ Build public support and solicit and manage volunteer help for WCPC projects and activities.
- ◆ Coordinate outreach activities that will distribute watershed data to the public via presentations to stakeholder groups, articles for the newsletter and website.
- ◆ Provide project management and implementation of WCPC activities such as land protection, restoration, education and outreach, trail planning, and land stewardship.
- ◆ Plan and execute development and fundraising activities
- ◆ Perform other duties as needed.
- ◆ Serve as a technical resource for watershed communities.

Qualifications and Resources

- ◆ BA/BS degree or equivalent in environmental sciences, planning, or a related natural resource management field or equivalent experience preferred.
- ◆ Strong writing, presentation, public relations and interpersonal skills
- ◆ Working knowledge of watershed issues, watershed management, and the ability to articulate these to the public.
- ◆ Knowledge of real estate principles, conservation easements and land transactions helpful.
- ◆ Ability to work independently, establish work priorities, and manage time effectively.
- ◆ Proficient in the use of MS Word, Excel and/or Access, and proven ability to manage databases and financial spreadsheets. Understanding of Geographic Information System (GIS) and web design is desirable
- ◆ Valid drivers license and reliable personal transportation

Application Period

Applications will be accepted until September 21, 2007 or until the position is filled.

How to Apply

Please submit:

- ◆ A cover letter, resume and salary history
- ◆ A separate sheet containing the names, addresses and phone numbers of four professional references. At least one reference must be from a current or previous work supervisor.
- ◆ Mail or email all of the above to:

West Creek Preservation Committee,
P.O. Box 347113
Parma, Ohio 44134
Attn: Director
DLincheck@westcreek.org

West Creek Preservation Committee is an Equal Opportunity Employer