



Job Announcement

Title: Watershed Programs Assistant

Job Status: Part-time employee, hourly compensation commensurate with qualifications and experience.

Reports to: Executive Director

Organizational Background: Established in 2001, the Doan Brook Watershed Partnership (DBWP) is a multi-stakeholder non-profit organization protecting and restoring Doan Brook and its watershed. The Doan Brook Watershed is the foundation of our local water quality and contributes to the health of the entire Great Lakes system. As the region works to preserve the bio-diverse, fresh-water resources of Lake Erie, as an underpinning of regional revitalization, the DBWP focuses on restoring ecosystem services within the Doan Brook Watershed to further local sustainability goals. Specific goals include; 1) Dynamically increase public awareness of, and serve as a collective voice for, the Doan Brook and its communities; 2) Facilitate and support restoration projects, with an eye towards environmental justice; 3) Document our work and serve as an information clearing-house for the watershed; 4) In order to work towards goals 1 and 2, develop a solid organizational infrastructure. Every project undertaken by the DBWP is in collaboration with community partners. The Doan Brook Watershed encompasses parts of the cities of Cleveland, Cleveland Heights, and Shaker Heights. These communities include suburban and urban neighborhoods.

Essential Position Functions: The successful candidate for this position will assist the Executive Director in the implementation of all Doan Brook Watershed Programs. The primary responsibility of the Watershed Program Assistant is to plan and execute watershed events, workshops and stewardship activities. The work includes strategic and administrative duties including, media communications, environmental education for diverse audiences, file and database management, financial processing and grant management. The position requires an individual who can work collaboratively and multitask on a range of administrative, planning and educational projects. The person hired will have the opportunity to work with a dedicated team to promote watershed restoration and community connections to open-space. DBWP staff stresses collaboration and mutual support. The position is 20 hrs/week.

- In coordination with the Executive Director, manage the logistics of DBWP watershed events and stewardship activities, including leading committees, issuing press releases, recruiting volunteers, taking registration, and securing materials and supplies.

- Collaborate with community partners to host workshops and stewardship activities that help people manage stormwater at individual property and neighborhood block levels.
- Mobilize residents to take advantage of sewer bill stormwater credits through onsite visits to their residences.
- Write educational literature, newsletter articles, and website and facebook updates.
- Collaborate with Executive Director on grant writing, reporting and managing, including monitoring budgets, internal calendars and statistical data.
- Communicate watershed information to the public via phone, email, events and presentations.
- Create, modify, and file documents such as invoices, reports, fliers, database records and letters using Microsoft Word, Excel, PowerPoint, Publisher, In-Design and Access software programs.
- Supervise volunteers, as required, for stewardship projects.
- Interact with the organization's Board of Directors, community partners and the public. The qualified candidate will take minutes at Board meetings.
- Conduct presentations for diverse audiences.
- Manage office inventory and supplies.
- Ability to work some weekends and evenings.

Required Knowledge, Skills and Abilities:

- Knowledge of ecology, hydrology, or aquatic and environmental science.
- Event planning experience.
- Excellent oral and written communication, including public presentation skills.
- Familiarity and experience with managing social media and electronic communications.
- Ability to demonstrate initiative, whether working independently or as part of a team.
- Ability to set priorities and adhere to deadlines, with good organizational skills and a demonstrated ability to do detailed work accurately.
- Four-year college degree or 3-5 years equivalent work experience in administration and/or education.
- Ability to work with a wide demographic and geographic range.
- Ability to participate in physical, outdoor activities.
- Commitment to the DBWP mission and its principles and values.

Application:

- Please submit cover letter and resume to: Victoria Mills, Executive Director of the Doan Brook Watershed Partnership, at mills@doanbrookpartnership.org
- Please include job title in the subject line.
- **Deadline:** March 10, or until filled.
- **Posted:** February 27, 2017, thank you.