



WATERSHED ENGAGEMENT COORDINATOR JOB ROLE & RESPONSIBILITIES

The Green Lake Association is pleased to announce an opening for the position of Watershed Engagement Coordinator.

ABOUT THE GREEN LAKE ASSOCIATION

The Green Lake Association (GLA) is a nonprofit organization founded in 1951. We work closely with our partners to implement conservation practices, outreach and education programs, and lake research—all aimed at implementing a strategy based in scientific inquiry to protect Green Lake, the deepest natural lake in Wisconsin located in Green Lake County, Wisconsin. Our program uses a community-driven approach to protect, improve, and ultimately restore Green Lake's water quality.

The GLA is the most robust lake association in Wisconsin, with a small but dedicated team of professional staff working on behalf of its mission to protect Green Lake. We have a strong team and a supportive work environment. Our office is in a restored historic building that is now a community center and a short walk from the lake itself.

ABOUT THE POSITION

The Watershed Engagement Coordinator will coordinate volunteer and educational opportunities that create active and engaged water quality ambassadors throughout the watershed. This individual will manage all aspects of the volunteer program, citizen science program, educational efforts, and outreach strategies.

QUALIFICATIONS

The minimum qualifications for the Watershed Engagement Coordinator are:

- Bachelor's degree in related fields, which may include Environmental Studies, Biology, Resource Management, Chemistry, Ecological, Social Science, or closely related field(s).
- Excellent communication and writing skills, with the proven ability to express thoughts concisely and clearly.
- Excellent consensus-building skills, with the proven ability to engage partners, cultivate volunteers, and facilitate meetings, both in-person and virtually.
- A track-record establishing meaningful relationships with new and diverse people, through community outreach, education, organization, and/or advocacy.

- Strong presentation skills with a natural comfort being in front of groups, especially when translating complex topics to new or lay audiences.
- Building or growing a volunteer program with a strategic direction.
- Strong background in science and resource management.
- Demonstrated ability to deliver high-quality, result-oriented work products.
- Capability to successfully manage multiple projects simultaneously.
- Ability to work independently and as part of a small team.

In evaluating candidates for this position, the GLA may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of the position, as stated in Roles and Responsibilities.

ROLES & RESPONSIBILITIES

The following responsibilities are normal for this position, though these are not exclusive or all-inclusive and will change according to the project portfolio and organizational needs. Additional duties may be required.

Volunteer Management & Educational Outreach (55%)

The Watershed Engagement Coordinator will execute strategic objectives to advance volunteer and education initiatives. Responsibilities include cultivating Green Lake stewards through volunteer program management, overseeing citizen scientists, coordinating seasonal events, facilitating presentations or other educational programs, and expanding volunteer and educational opportunities throughout the watershed. This will involve maintaining partnerships with partner organizations and local school districts. Additionally, the Watershed Engagement Coordinator will collaborate with the Digital Content Specialist on a quarterly volunteer newsletter aimed at fostering deeper relationships and engaging with volunteers by providing updates, success stories, and educational resources.

AIS Project Management (20%)

The Watershed Engagement Coordinator will manage initiatives related to aquatic invasive species, including a Clean Boats, Clean Waters Program. This will include training, scheduling, and supervising paid watercraft inspectors, as well as maintaining inspection tools, managing related grants, and reporting outcomes to ensure successful program implementation. Collaboration with partner organizations and overseeing interns will be integral to this role.

Water Quality Program Management (20%)

The Watershed Engagement Coordinator will oversee several water quality monitoring programs, such as surface water sampling and blue-green algae monitoring. These programs entail fieldwork in local streams and on the lake. The individual will maintain lab equipment and update SOPs related to equipment maintenance. Collaboration with the

Project & Operations Manager may be necessary. Collaborating with partner organizations and supervising interns will be essential components of this role.

Event Coordination (5%)

The Watershed Engagement Coordinator will coordinate logistics for the Conservation Field Day. This involves working with multiple vendors/planning partners, and growing the event audiences, scope, and impact. The Conservation Field Day is an educational subset of the Agricultural Sub-strategy.

BENEFITS & OFFICE ENVIRONMENT

This is a full-time opportunity in the \$40,000 to \$50,000 range, with compensation commensurate with experience. The GLA is proud to be in the process of approving an expanded benefits package that includes group health insurance, short-term disability, a 3% match for a SIMPLE IRA retirement program, family and bereavement leave, Flexible Spending Accounts for medical and dependent care, holiday pay, paid time off that grows with tenure, and sick leave.

This position will report to the Assistant Director. This position requires occasional attendance of weekend and/or evening events, with advance notice.

APPLICATION PROCESS

This position was posted on April 29, 2024 and will remain open until filled. To apply, send the following materials to Taylor Haag, Assistant Director, at taylor@greenlakeassociation.org:

1. A cover letter that describes why you are interested in and qualified for the position.
2. A resume that summarizes relevant education and experience.

Applications will be acknowledged and reviewed when submitted. The position will remain open until filled, but applications received by June 29, 2024, will be given preference. Interviews with the most qualified candidates will be scheduled on a mutually convenient date. Three professional references will be requested of top candidates.