

Job Announcement – CLEAR Project Coordinator (Clear Lake, Iowa)

Application Deadline: February 22, 2016 (12:00 midnight)

Target Hire Date: April 18, 2016

Background:

The Clear Lake Enhancement and Restoration Project (CLEAR Project) is a long term water quality initiative that has been successful in implementing conservation projects in the Clear Lake, IA watershed as demonstrated by the enhanced water quality now found in the lake. This ongoing project has two components. One of these components focuses on agricultural conservation efforts in the rural watershed area, using existing farm conservation programs and practices while supplementing the work with external funding. The other component of this comprehensive program is geared toward implementing urban watershed conservation practices. The CLEAR Project also includes stewardship and education programs focusing on community involvement in habitat planting events, watershed cleanups, growing and tending native plants from local sources for planting in our watershed, and providing both classroom and outdoor watershed-based education opportunities for children, youth and adults.

The Hancock County Soil & Water Conservation District, on behalf of the Association for the Preservation of Clear Lake (APCL) - a 501(c)(3) non-profit organization dedicated to the enhancement and protection of Clear Lake through advocacy, education, and community-based stewardship – with support from the Cities of Clear Lake and Ventura, as well as Cerro Gordo County and the Cerro Gordo County Soil & Water Conservation District wish to create a Water Management Authority, pursuant to Iowa Code Chapter 28E, consisting of the aforementioned entities. The CLEAR Project has previously been managed by the Hancock County Soil & Water Conservation District and a new governance structure is now desired in order to provide more broad based representation of Project stakeholders.

We are seeking a new Project coordinator with a passion for the environment and who is resourceful and wishes to help continue the CLEAR Project's tradition of local environmental stewardship and education.

Summary of the Position:

The Project Coordinator oversees all aspects of conservation practices in the Clear Lake watershed. A primary task of the Coordinator is to administrate an EPA 319 grant, including managing volunteers and volunteer events, database management, and the outreach, publicity and administrative tasks necessary to ensure project success and grant compliance. The Project Coordinator works with Community partners and stakeholders to coordinate all tasks necessary to successfully carry out each assigned project. The Coordinator may also be assigned tasks on projects being led by others when necessary. In addition, the Coordinator will actively work with the Project partners and stakeholders to plan and fund current and future initiatives in support of the approved Project strategic plan.

The ideal candidate will be a resourceful individual who is a skilled communicator and comfortable taking the initiative on projects, is conscientious and provides follow-through on areas of responsibility. He/she will need to be flexible and willing to take on new tasks and projects as stewardship and education program opportunities evolve and/or change with new funding sources.

The Coordinator must have a passion for the environment and have knowledge of ecosystem and watershed concepts, including native plants, plant communities, and fish & wildlife species and their habitats, water quality issues, and water quality improvement practices. Some experience with habitat restoration, volunteer management, community engagement, environmental education, and/or outreach is also required. The Coordinator must be able to communicate clearly and effectively with a broad range of

individuals and advocate for the Lake. The position requires a college degree in Environmental Science, or a related Science or Agriculture discipline, and significant job experience in the watershed management field.

While a major part of salary support is supplied by local municipalities and associations, this salary is partially funded by an EPA 319 grant and the successful candidate will be expected to apply for and receive additional grant funding.

Position Information:

This is a full-time permanent position (depending on secured future funding). Main work hours will be during normal business hours (Monday - Friday, 8:00 am – 5:00 pm), however, early morning, evening and weekend work is required regularly throughout the year. Evening and weekend meetings and occasional overnight trips are required to meet with watershed committees, conservation districts and to attend trainings and various state and federal agency meetings. The successful applicant must have a valid driver's license and the ability to use a personal vehicle for travel.

Compensation and Benefits:

- \$45,000 - \$55,000, annually
- Starting pay is commensurate with education, experience and skills.
- Flexible work schedule
- Supportive communities and partner organizations
- \$700/month medical insurance stipend
- Cell phone stipend.
- Paid vacation, holidays and sick time
- 3% company match to employee's IRA Plan.
- Compensation for mileage and travel expenses

Application Process:

- Qualified applicants please submit: 1) cover letter, 2) resume, 3) writing sample, and 4) three professional references.
- The writing sample should be from a newsletter, press release or other outreach piece, or a technical report on relevant environmental issues. If not available, please substitute something you believe conveys your ability to clearly interpret the natural world with the general public.
- Submit all four pieces *together* no later than 12:00 midnight on February 22, 2016 to:

CLEAR Project Coordinator Task Force
Attn: Scott Flory, City Administrator
Clear Lake City Hall
PO Box 185
Clear Lake, IA 50428

EOE/AA-M/F/Disability/Veteran

POSITION DESCRIPTION

Clear Project Coordinator

Type: Full-time, Nonexempt. 40 hours per week (dependent on available funding)
Anticipated date of approval: May 1, 2016

General Information:

The CLEAR Project Coordinator works as a team with our restoration partners, under the direct supervision of a Watershed Management Authority Board Of Directors comprised of representatives of the City of Clear Lake, City of Ventura, Association for the Preservation of Clear Lake, Cerro Gordo County Soil & Water Conservation Board, Hancock County Soil & Water Conservation Board, and Cerro Gordo County. The Coordinator will coordinate and carry out all necessary duties to successfully complete community stewardship projects, including conducting volunteer events and managing volunteers and the associated outreach, publicity and administrative duties necessary to ensure program success and grant compliance. The Coordinator will also make direct contact with watershed landowners to advertise cost-share opportunities and provide technical assistance for water quality improvement practices. Additionally, the Coordinator will oversee multiple aspects of project implementation, including design and installation. The Coordinator may also be assigned duties or asked to assist on stewardship events or projects being led by others when necessary. In addition, the Coordinator will actively work with the Board of Directors to plan and help develop funding for current and future initiatives in support of the strategic plan.

Job Duties and Responsibilities:

- Develop, plan and implement projects that support the approved Clear Lake Watershed Management Plan.
- Prepare grant applications and annual work plans to support watershed implementation improvement projects and initiatives.
- Assemble technical expertise and coordinate resources to prepare work plans and projects.
- Develop sampling and analysis plans and perform monitoring to assess effectiveness of watershed projects and water quality improvements.
- Work with local landowners, stakeholders and conservation district boards to promote and solicit implementation of watershed improvement projects.
- Assist local watershed groups, Conservation Districts and individuals in developing funding proposals to implement BMP's and goals identified in the Watershed Management Plan.
- Coordinate and record in-kind matching funds from project cooperators and partner agencies.
- Complete timely tracking and reporting of implementation activities to meet state and federal requirements.
- Develop and organize public outreach and educational water quality programs throughout the watershed.
- Present at local meetings, conferences and workshops.
- Develop educational materials for local watershed committees, conservation districts and the public.
- Assist the Association for the Preservation of Clear Lake on projects when necessary, (annual meeting, education events, etc.).
- Plan and carry out Earth Day cleanup event.

Qualifications and Required Experience:

Minimum Qualifications:

- An undergraduate degree from an accredited college or university with a major or significant coursework in the life and/or physical sciences, for example: biology, environmental science/studies, natural resources, geography, geology, hydrology, ecology, plant or soil sciences, landscape architecture.
- At least two (2) years of professional and/or volunteer experience in environmental education, watershed restoration, habitat enhancement, or closely-related fields. A graduate degree may be substituted for some of this experience, if appropriate.
- Experience with native vegetation restoration techniques
- Experience managing and supervising volunteers
- Experience with community engagement, environmental education and/or outreach
- A demonstrated history of volunteerism and a commitment to environmental stewardship
- A valid Iowa driver's license and the ability to operate various vehicles such as passenger cars and 4x4 pickup trucks, with trailers.
- Computer skills, especially with Microsoft Office (Word, Excel, PowerPoint), web browsers, email, and calendaring.

Knowledge of:

- Ecosystem and watershed concepts
- Iowa native plant species, plant communities, noxious weeds and fish and wildlife species and their habitats
- Water quality issues, and stream geomorphology and hydrology.

Ability to:

- Manage projects and events successfully, including: planning, implementation, time management, organization, attention to detail and ability to complete staff work on time and within budget.
- Problem-solve and be creative in working through obstacles
- Prioritize a full workload and work in a fast-paced environment
- Work a flexible schedule including evening and weekend hours as necessary throughout the year
- Write and speak publically in a professional manner
- Communicate with the public clearly through publicity, marketing and outreach pieces, for example, press releases, newsletter articles, brochures and newspaper articles
- Work positively with a variety of people including community volunteers of all ages, partner organizations and agencies, landowners/farmers, scientists/academics and the general public
- Take a leadership and mentoring role, especially with community volunteers and student interns
- Share a passion for nature and teach children, youth and adults about nature and the importance of Clear Lake to the communities of Clear Lake and Ventura and our region
- Safely use a variety of hand and small power tools

Additional Desired Skills:

- A sense of humor and easygoing temperament
- Current CPR and First Aid certification (required, training provided)
- Experience using an ATV, mower, power washer and string trimmer
- Ability to make project maps with Google Earth and/or GIS
- Familiarity with GPS
- Good photography skills
- A basic understanding of HTML
- Familiarity with the non-profit model of business
- Grant writing and grant management experience

Physical Requirements:

This position is approximately 50%-50% office work and outdoor field work. Office work requires frequent computer and telephone use. Field work requires the willingness and ability to work in a variety of outdoor settings and occasionally in inclement weather on uneven terrain/irregular surfaces.

Considerable physical ability and stamina is required and may involve walking up to two miles, regular lifting of up to 25 pounds and occasional lifting of up to 50 pounds, stooping, squatting, twisting, kneeling, reaching, bending etc.