



44 Lake Street South Suite A, Forest Lake, MN 55025

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Job Posting

Position: Program Coordinator

The Comfort Lake-Forest Lake Watershed District has an opening for a Program Coordinator. This is a full time, permanent position within a small collaborative office. As such, this position will have a variety of primary and cross-functional secondary responsibilities. Primary duties will include leading the District's invasive species prevention and management program, assisting with education and outreach communications, managing inspections and maintenance of District-owned projects and facilities, completing water monitoring plans and reports, and coordinating volunteer monitoring. Secondary responsibilities include coordinating the best management practice cost-share program and research initiatives. As with all District staff, assistance with Board meetings and additional administrative and/or field duties will be required, as assigned. This position requires more than half of scheduled time to be spent working in the office, with field work and offsite meetings comprising the balance.

Minimum Requirements: Bachelor's degree earned in environmental or natural sciences, environmental planning, or related field. Master's degree or 2-3 years' professional experience preferred. Strong organizational skills along with ability to interpret technical reports. Proficiency in written and oral communication and working knowledge of computer software including Microsoft Word, Excel and Explorer a must, as well as proficiency with keyboarding. Any experience with plant/animal species identification a plus. Call 651-395-5855 or email Michael.Kinney@clflwd.org for additional information. If interested, please submit resume and letter of interest to Michael.Kinney@clflwd.org. Position open until filled.

Board of Managers

Jackie A. Anderson—President Jon W. Spence—Vice President
Wayne S. Moe—Secretary Stephen W. Schmaltz—Treasurer Jen Oknich—Manager

- Participate in educational activities as assigned, e.g. local public events and festivals, workshops
- Help recruit volunteers; coordinate training and distribute tools for data collection
- Field citizen inquiries, provide information as able and assist in directing them to additional resources
- Support the implementation of the District's communication plan including communication with stakeholders, meeting/event coordination and attendance, and development of outreach materials.

Operations and Maintenance

- Oversee monitoring and reporting on District facilities such as fish barriers, water level control devices, etc.
- Create and update operations & maintenance plans as needed
- Coordinate inspection schedules with field technicians
- Provide updates to the District Administrator and Board of Managers as necessary

Monitoring and Data Assessment

- Coordinate third party monitoring to be done in and for the District (e.g. Citizen Assisted Monitoring Program (CAMP) volunteers, college students, consultants, conservation districts)
- Maintain cohesive and up to date database, including QA/QC of data

Nonpoint Source Pollution Abatement (Cost-Share Program)

- Coordinate with conservation district staff to implement the cost-share best management practice program
- Promote the program and solicit public involvement through the use of outreach materials and stakeholder group meeting attendance
- Respond to citizen inquiries
- Track progress throughout the application and BMP implementation process; compile progress evaluation metrics at yearend
- Participate in the application review committee as assigned

Research

- Assist with coordination, implementation, and reporting on research initiatives
- Make recommendations for additional and/or modified research initiatives that will maintain and increase the level of knowledge of water management and the application of that knowledge in the district

Administration

- Assist in preparations for CLFLWD board meetings; attend and participate in meetings as assigned
- Attend partner organization meetings as assigned; report back to CLFLWD board and staff
- Assist with report writing, organizing of existing electronic documents and reports as well as providing support with transferring existing paper copies into electronic files

Qualifications and Experience

Position Specific

- BA/BS in environmental or natural sciences, environmental planning, or related field, and three years related work experience
- Knowledge of watersheds, storm water management, natural resource management, local government operations and regulations
- Experience with and/or aptitude to learn monitoring and sampling equipment, procedures, software and data management
- Experience in environmental education, public speaking, outreach coordination and communications preferred
- Ability, skill and knowledge of data synthesis and analysis, detailed report writing (including financial), permit applications and compliance
- Demonstrated leadership ability and experience working with diverse stakeholder groups
- Advanced knowledge or experience with MS Office, project management tools, financial management tracking tools, and database management
- Maintain a valid driver's license, a good driving record and insurance approved by the District; provide a private automobile on a daily basis for use in carrying out District business
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds
- Withstand outside exposures in all temperatures and weather conditions, and possible construction noise
- Able to work on some evenings and weekends

All CLFLWD Positions

- Collaborative and cooperative with internal and external stakeholders
- Understand importance to ensure security of district property and facilities, and confidentiality of information and records
- Competent with personal computers including Microsoft Office Suite, email and Internet applications and other common software applications
- Flexible and adaptable to do what it takes to get the job done
- Ability to plan, prioritize, multi-task and complete projects by deadline
- Service-oriented, with a respectful and friendly demeanor
- Ability to problem solve and innovate
- Demonstrate a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills
- Strong organizational skills
- Willing to learn new technology and processes and recommend enhancements