

TIPPECANOE WATERSHED FOUNDATION

Watershed Coordinator Job Announcement



Applications will be accepted through Friday, March 12, 2010.

Non-profit organization in the Northern Indiana natural lakes region seeks motivated, versatile, professional individual for 2-year contract position as Watershed Coordinator to implement the Upper Tippecanoe River Watershed Management Plan. Candidate must have experience in watershed management and strong organizational and communication skills. The Watershed Coordinator works closely with the Executive Director to implement the Watershed Management Plan and applies scientific expertise and communication skills to achieve organizational goals.

Responsibilities

1. Implementing the Upper Tippecanoe River Watershed Management Plan
 2. Developing and implementing water quality monitoring programs, including quality assurance, supervising volunteers and interns, and data collection, management, and analysis
 3. Maintaining precise records of activities, time, expenses, receipts, and invoices by project.
 4. Developing, organizing, and maintaining a GIS database
 5. Writing and developing outreach materials (newsletters, brochures, presentations, website & press releases.)
 6. Assisting in planning and coordinating meetings, field days, workshops, and other events
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Qualifications and Skills

1. Bachelor's degree or equivalent experience biology, chemistry, environmental science, hydrology, natural resource management, or related field.
 2. One full year of experience in watershed management, water quality monitoring, or relevant water-related field.
 3. Familiarity with common water quality monitoring protocols, quality assurance procedures, and data analysis.
 4. Experience with mapping and analysis using GIS software
 5. Understanding of common best management practices (BMPs)
 6. Proficiency in Microsoft Office Word®, Excel® and PowerPoint®; and other basic computer applications.
 7. Excellent organizational, writing, and speaking skills; capability to communicate to a diverse audience.
 8. Enthusiasm, self-motivation, and optimism.
 9. Ability to work with diverse partners and resolve conflicts in a professional manner.
 10. Past involvement in non-profits, community organizations, and/or watershed groups *preferred*.
 11. Valid driver's license
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Physical Requirements and Working Conditions

- Viewing computer terminal, perceiving and transcribing data with accuracy, and keyboarding in an office environment.
 - May walk long distances or stand for sustained periods of time. Field work involves exposure to outdoor elements, carrying heavy equipment, descending and ascending streambanks.
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Compensation

2-year contract, including properly documented mileage, training, and/or travel expenses. Salary will be negotiated dependent upon qualifications. Opportunities for professional development will be available.

Contact Information:

Mail resume and letter of interest to: Tippecanoe Watershed Foundation, PO Box 55, North Webster, IN 46555 or e-mail with subject line "Watershed Coordinator" to telwf@kconline.com. All attachments should be in MSWord or PDF format. No phone calls please.
