
Grace College invites applications and nominations for the full-time position of Program Manager for the Kosciusko Lakes and Streams (KLAS) program. KLAS is a community water-quality program centered at Grace College which is focused on protecting and enhancing the quality of our local water resources through research, education, and collaboration. Major efforts of KLAS include research on local lakes and streams, hands-on K-12 educational programs, the annual Northern Indiana Lakes Festival, comprehensive Kosciusko County lakes website (www.water.grace.edu), and the Lakes and Streams Leadership Network. Grace College is an evangelical Christian liberal arts college. Located in the resort community of Winona Lake, near Warsaw, Indiana (36 miles west of Ft. Wayne), Grace College offers 52 academic majors (38 minors). Central to the mission is developing character, sharpening competence and preparing for service.

Responsibilities: The general responsibility of the KLAS Program Manager includes serving under the KLAS Director as the primary community contact person. Specific responsibilities include:

- Coordinate existing and new community water-quality education efforts including, but not limited to:
 - Organizing and assisting with K-12 hands-on educational programs
 - Coordinating and planning events for the Lakes and Streams Leadership network
 - Organizing the annual Northern Indiana Lakes Festival
 - Creating the monthly News from the Lakes e-newsletter
 - Maintaining the KLAS website (www.water.grace.edu)
 - Maintain close working relationships with partner agencies and organizations.
 - Serve as the primary community contact for KLAS.
 - Provide administrative and clerical support to the KLAS program.
 - Assist with KLAS fund raising activities.
 - Assist with KLAS research activities.
 - Assist with the development and implementation of KLAS promotional activities.
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Qualifications: This position offers a challenging opportunity to an environmental professional with experience in the areas of administration and science. The successful candidate will have a minimum of:

- A bachelor's degree in related field required; Master's degree in related field preferred.
 - Proficiency in Microsoft Office Word®, Excel® and PowerPoint®; and other basic computer applications required.
 - Commitment to the mission and values of an evangelical Christian institution, which values the centrality of Jesus Christ and the Bible in the purpose and life of the institution.
 - Excellent organizational, speaking, and writing skills required.
 - Strong interpersonal skills for education and collaboration activities.
 - At least one year experience in water-related field highly preferred.
 - At least three years of experience with environmental education preferred.
 - Familiarity with GIS and web design software preferred.
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Application Process: All contact information including a completed staff application, cover letter, resume and three completed reference request forms should be sent to: Grace College and Theological Seminary, Attn: Collette Olson, Human Resources Generalist, 200 Seminary Drive, Winona Lake, IN 46590.

Application and reference forms can be downloaded at <http://www.grace.edu/employment/index.php>. The position is contingent on external funding. The employer reserves the right not to fill this position. Salary range will be \$35-40K per year and will be negotiated based on experience and education. Applications are preferred by 03/31/10 after which the interview process will begin. The start for this position is April 2010.

Status: Full-time, Salaried

A completed employment application must be submitted in order to be considered for employment. Posted: 03-09-10

Grace College and Theological Seminary seeks a diverse work environment by encouraging women and minorities to apply.