

**Cannon River Watershed Partnership
Community Engagement Program Coordinator
POSITION ANNOUNCEMENT and POSITION DESCRIPTION**

November 11, 2014

The Cannon River Watershed Partnership (CRWP) is a non-profit organization working to engage people in protecting and improving the water quality and natural systems of the Cannon River watershed. The Cannon River watershed is a six-county, 1462 square mile area located south of the Twin Cities in Southeast Minnesota. Our office is located at 400 Washington St., Northfield, MN 55057. To learn more about CRWP visit our website at www.crwp.net.

Position Available:

Engaging people is a key aspect of Cannon River Watershed Partnership's mission. The role of the Community Engagement Coordinator will be to lead and manage activities that provide people with ways to be engaged in taking action for clean water and to help support CRWP.

ESSENTIAL RESPONSIBILITIES

- Coordinate CRWP's urban stormwater education and outreach efforts to include preparing for and leading rain barrel workshops, rain garden workshops, storm drain stenciling, mailings, recruit volunteers, staff booths at educational events, and other duties as per contracts and grants.
- Coordinate CRWP's Annual Watershed Wide Cleanup to include recruiting site leaders, volunteers, supplies, and attend the event.
- Work with CRWP partners to host at least two outdoor events for the public each year such as paddles, walk/talks in natural areas, bike outings, etc.
- Assist Executive Director to plan and carry out CRWP's fundraising and membership recruitment events such as the Winter Thaw and Wild & Scenic Film Festival
- Community organizing, facilitation, meeting and event planning to support building community capacity in selected subwatersheds.
- Lead and/or assist with other education and outreach projects as needed.
- Other duties as assigned.

KNOWLEDGE & SKILLS

- Bachelor's degree in water resources, environmental studies, environmental education or related field
- Event organizing experience
- Volunteer Coordination
- Strong organizational skills

- Project management experience
- Flexible and a self-starter
- Strong communication skills and an ability to communicate technical information effectively, both verbally and in writing, with courtesy and tact.
- Ability to meet with varied contacts, including local and regional government officials and employees, state agencies, consultants, contractors, public officials, property owners, interest groups and citizens.
- Proficient in personal computer programs, including Microsoft Word, Excel, and PowerPoint (or their equivalents).
- Works under a team concept and work environment

WORKING ENVIRONMENT

Work is primarily sedentary, although there is some walking, travel, and carrying of lightweight items such as notebooks and work papers. There may be occasional need to lift items up to 50 pounds. Most work is performed in an office building and in an adequately lighted and climate controlled office. Work will require occasional travel as well as evening and weekend meetings. A valid MN Driver's License and access to a vehicle is required.

Hours of Work: This position is a 0.75 FTE with potential for expansion to 1.0 FTE depending on funding. Typically hours will be 30 per week but could be flexed to accommodate employee needs and seasonality of work.

CRWP's normal business hours are 8:00 AM – 4:30 PM. Due to the nature as part of this position, hours may extend beyond these times to include some evening and weekends. Candidate needs to have flexibility with scheduling.

Compensation: Based on experience. CRWP offers vacation and sick pay, a Simple IRA, and payment to employee in lieu of medical and other insurance benefits. Reimbursement will be provided for travel expenses.

Application: Send cover letter, resume to Beth Kallestad at beth@crwp.net by November 30, 2014. Anticipated start date will be January 5, 2015.