

Send Cover Letter and Resume to: Rhonda Gordon at rgordon@goldentrianglercd.org or mail to:

Rhonda Gordon 822-R Jesse Johnson St., Blakely, GA 39823

Job Description: Watershed Program Manager

Develop and implement Watershed Management Plans. Implement and evaluate priority programs and projects in an efficient and compliant manner ensuring collaboration with all stakeholders. Support and track volunteer projects. Research potential funding sources and assist with grant submissions. Track project status during planning, implementation and monitoring phases. Develop and maintain budgets for watershed program, and assist with efforts to secure additional funding through grants, private donors/sponsors, or other sources. *Provide assistance in leading decisions and strategies for the Watershed. Research and support the status of grants, project planning and implementation status and other opportunities pertinent to the organization. Assist in preparing meeting agendas, taking minutes, interface with stakeholders, preparing presentations or handouts and other logistical needs of the organization. *Community Outreach and Education: Communicate strategies, projects and news about the watershed to all landowners and stakeholders using the appropriate media for each target audience. Represent the organization at existing community events. Leverage resources from various volunteer organizations. Prepare outreach materials, PowerPoint presentations and displays. *Organizational Sustainability: Assist and support all administrative and program management activities. This includes regulatory compliance, accounting and budgeting, collecting and tracking data and preparing reports.

REQUIRED QUALIFICATIONS

*Bachelor's Degree or two years of experience working in environmental or ag related fields. *Natural resource, GIS experience, and basic knowledge of watersheds, ecosystems, and other environmental issues will be helpful. *Ability to plan, schedule, and implement tasks. *Ability to prepare meeting materials and presentations and assist in facilitating meetings. *Ability to use the internet as a research tool. *Excellent skills in interpersonal relationships, organizational effectiveness, and community outreach. *Excellent writing, presentation and public relations skills. *Ability to work independently, establish work priorities and manage time effectively. *Proficiency in the use of MS Word and Excel, ability to learn new computer applications, with preference given to candidates who have an understanding of geographic information systems (GIS) and their use in watershed planning, and website development and maintenance.

* Conduct water quality monitoring including preparation, equipment maintenance, conducting field sampling, and data entry.

*Guide volunteers through water quality monitoring procedures sampling days

*Assist with additional environmental conservation programs

*Develop and prepare evaluations, educational materials, press releases, advertising, and other promotional material for distribution to newspapers, radio and community organizations.

*Conduct research for use in the specified areas of assignment in development of material used in reports, promotional materials, design, or dissemination of information to the public.

*Perform calculations, compile data and write reports analyzing and summarizing data; prepare graphs and charts where applicable.

*Valid driver's license and reliable, insured personal transportation. Ability to occasionally attend multi-day conferences, work evenings and weekends. *Other tasks and duties as assigned

Pay Rate : Salary will depend on experience

Working Conditions / Physical Requirements:

Ability to sit and stand for extended periods. Lift 35 -50 pounds periodically (especially for events and workshops). Work environment is primarily in an office setting with some shifts scheduled outside the office during weekdays, some weekends and/or evenings for events, workshops, and presentations.

IDEAL CANDIDATE:

Ideal Skills:

- Ability to speak before groups.
- Ability to coordinate a wide variety of activities.
- Ability to multi-task, change priorities when necessary, and follow through with all assignments.
- Ability to write clear informational material for public distribution.
- Knowledge of budgetary and administrative processes.
- Knowledge of report writing techniques.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Ability to communicate well orally and in writing.
- Ability to work with and coordinate groups of people.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.
- Knowledge of principles and practices of environmental science and services.
- Knowledge of pertinent local, state and federal laws, rules and regulations
- Knowledge of principles and practices of scientific and statistical analysis.
- Knowledge of modern office procedures and computer equipment and software.

- Ability to design and implement a comprehensive environmental services program