



Job Announcement

Title: Watershed Programs Manager

Job Status: Salaried employee, salary commensurate with qualifications and experience.

Reports to: Executive Director

Organizational Background: Established in 2001, the Doan Brook Watershed Partnership (DBWP) is a multi-stakeholder non-profit organization protecting and restoring Doan Brook and its watershed. The Doan Brook Watershed is the foundation of our local water quality and contributes to the health of the entire Great Lakes system. As the region works to preserve the bio-diverse, fresh-water resources of Lake Erie, as an underpinning of regional revitalization, the DBWP focuses on restoring ecosystem services within the Doan Brook Watershed to further local sustainability goals. Specific goals include; 1) Dynamically increase public awareness of, and serve as a collective voice for, the Doan Brook and its communities; 2) Facilitate and support restoration projects, with an eye towards environmental justice and racial equity and inclusion; 3) Document our work and serve as an information clearing-house for the watershed; 4) In order to work towards goals 1 and 2, develop a solid organizational infrastructure. Every project undertaken by the DBWP is in collaboration with community partners. The Doan Brook Watershed encompasses parts of the cities of Cleveland, Cleveland Heights, and Shaker Heights. These communities include suburban and urban neighborhoods.

Essential Position Functions: The successful candidate for this position will assist the Executive Director in the implementation of all DBWP programs. The primary responsibility of the Watershed Programs Manager is to plan and execute watershed events, workshops and volunteer stewardship activities. The work includes strategic and administrative duties including, event planning, media communications, environmental education for diverse audiences, file and database management, financial processing and grants management. The position requires an individual who can work collaboratively and multitask on a range of administrative, planning and educational projects. The person hired will have the opportunity to work with a dedicated team to promote watershed restoration and community connections to open-space. DBWP staff stresses collaboration and mutual support. The position requires the ability to work some weekends and evenings.

- In coordination with the Executive Director, lead DBWP events that inspire a restored watershed and more inclusive community. Manage the logistics of watershed events and volunteer stewardship activities, including leading committees, issuing press releases, recruiting and retaining volunteers, taking registration, and securing permits, security and supplies.

- Collaborate with community partners to host workshops and stewardship activities that help people manage stormwater on individual properties and within neighborhoods.
- Mobilize residents to take advantage of stormwater fee credits through onsite visits to their residences.
- Write educational literature, newsletter articles, and website and facebook updates.
- Collaborate with the Executive Director on grant writing, reporting and managing, including monitoring budgets, internal calendars and statistical data.
- Communicate watershed information to the public via phone, email, events and presentations.
- Create, modify, and file documents such as invoices, reports, fliers, database records and letters using Microsoft Word, Excel, PowerPoint, Access, Adobe and Wordpress software programs.
- Supervise and support volunteers for stewardship projects, such as storm drain stenciling, plantings, invasive control, clean-ups and restoration initiatives.
- Interact with the DBWP Board of Directors, community partners, funders and the public. The qualified candidate will take minutes at Board meetings.
- Conduct presentations for diverse audiences.
- Manage office inventory and supplies.
- Adapt communications and programs for the public using public health guidelines for COVID 19.

Required Knowledge, Skills and Abilities:

- Knowledge of ecology, hydrology, or aquatic and environmental science.
- Event planning experience.
- Excellent oral and written communication, including public presentation skills.
- Familiarity and experience with managing social media and electronic communications.
- Ability to demonstrate initiative, whether working independently or as part of a team.
- Ability to set priorities and adhere to deadlines, with good organizational skills and a demonstrated ability to do detailed work accurately.
- Four-year college degree and 3-5 years equivalent work experience in administration and/or education.
- Ability to participate in physical outdoor activities and event preparations.
- Commitment to the DBWP mission and its principles and values.

Application:

- Please submit cover letter and resume to: Victoria Mills, Executive Director of the Doan Brook Watershed Partnership, at mills@doanbrookpartnership.org
- Please include your name and job title in the subject line.
- **Deadline:** July 15, or until filled.
- **Posted:** June 16, 2020 thank you.