

Position: Program Assistant (hourly) – 10 to 20 hours per week

Salary: \$10 per hour;

Benefits: not applicable;

Vacation: not applicable

The Flint River Watershed Coalition is seeking a part time Program Assistant. This position provides support to all FRWC programs and events, requires some evenings and weekends, and involves some outdoor work. This is quarter-time position, with the potential to move into a larger role in the organization in the future.

Primary Areas of Responsibility:

- Staff support for FRWC programs and events
 - Provide backup to program staff on implementation of all programs, including but not limited to our monitoring and kayaking programs which require time in and on the river
 - Help maintain equipment, including activities such as washing kayaks/waders/monitoring buckets, supply inventory assistance, etc.
 - Staff support for events
- General clerical support, including data entry/database management, mailings, etc.
- Staff the FRWC booth at various events, typically on weekends
- FRWC online
 - Help manage the FRWC’s presence on Facebook and other social networking sites
 - Help manage website content
- Other duties as assigned by the Executive Director

Minimum Qualifications

- Interest in environmental issues (some watershed knowledge a plus)
- Kayaking/canoeing experience (or willingness to learn)
- Attention to detail
- Database experience
- Reliable transportation
- Ability to work both independently and as a trusted team member
- Familiarity with Microsoft Office products, such as Excel, Word, Powerpoint

Desired (but not mandatory) Qualifications

- Familiarity with the Flint River and its watershed
- Lifeguard and/or CPR certification
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