

## **Stewardship Program Manager** **1.0 FTE**

**Position:** Stewardship Program Manager

Salary: \$15-20/hour, depending on experience and education.

Benefits: medical, upon satisfactory 30-day review

Paid Time Off: 15 days, plus flex time and national holidays.

Reports: FRWC Executive Director, but works with all staff, board of directors, and committee/chapter leaders.

The Flint River Watershed Coalition is seeking a full time Stewardship Program Manager. This staff position coordinates four programs, requires some evenings and weekends, and involves some outdoor work.

### **Flint River Water Trail Manager (0.60)**

- Coordinate among the partnership organizations to further the mission of the Flint River Water Trail. This will include on average two meetings per year.
- Offer mutual support and advice on specific on-going projects.
- Investigate avenues for increasing funding of conservation, restoration and non-motorized recreation projects for the Partnership.
- Increase community awareness of the recreational and environmental value of a healthy Flint River.
- Encourage development of canoe and kayak launches at new facilities along the river and facilities that are slated for significant improvements or renovations.
- Provide public information on the Flint River Water Trail through partner websites, promotional and educational materials.
- Promote the Flint River Water Trail as a valuable resource for non-motorized recreation, education, stewardship, and tourism.
- Develop and distribute outreach, interpretive, and educational materials and tools
- Promote area programs that enhance, enrich, and or promote the Flint River Water Trail.
- Additional responsibilities will include:
  - Maintain the FRWT website and interactive map
  - Provide support to the Paddle and Cleanup Programs
  - Deliver program information to the public as it relates to the water trail
  - Meet with partners to discuss potential funding opportunities, build and strengthen partnerships, and coordinate project timelines.

### **Water Sentinel (0.20)**

- Serve as “first contact” for individuals reporting issues or concerns regarding the Flint River (examples could include but not limited to: suspect sheens on the river, strange sediment plumes, unidentified barrels or other containers in the river or on the banks, severe stream bank erosion, suspect discharges, etc.).
- Develop a plan of action for addressing these issues, including but not limited to leading the FRWC response, investigating the reported problem and notifying land owner/agency personnel/police/other authorities.
- Report back to Executive Director, FRWC board, and other stakeholders on the status of steps taken to resolve the issue.
- Staff the FRWC’s Policy Committee, working with the committee to develop the FRWC’s stance on issues that impact our watershed, coordinate meetings with public and agency officials, and communicate with stakeholders regarding specific policy issues.

### **Stewardship Day (0.10)**

- Develop and implement a new direction for our annual clean up that includes more stewardship activities across a smaller number of sites. This could include canoe/kayak launch site maintenance, beautification at a key site(s), restoration efforts, debris removal, or other.
- Develop a site plan for each location, including trash and large item pickup, lunch, volunteer recognition, restroom facilities. etc.
- Recruit participants in the one-day spring event, including site coordinators.
- Ensure site coordinators receive thorough and timely information on activities, distribute equipment, and collect and sort/store equipment.
- Develop and implement a survey of participants.
- Collect all data relevant to the event, including a summation of materials collected and survey responses.
- Develop all pre- and post-event media and promotional materials.
- Ensure timely reporting to sponsors and donors.

### **Local Project Implementation (0.10)**

- Represent the FRWC at meetings related to community planning throughout the watershed.
- With partner organizations, work to implement restoration projects. Efforts could include project identification, planning, implementation, and monitoring.

### **Other**

- Assist in major organizational events, including fundraisers and outreach events.
- Other duties, as assigned by the Executive Director.

### **Required knowledge, skills, and abilities**

- Demonstrated success in working with diverse constituencies, such as elected and appointed officials, agency personnel, community boards, local decision makers, citizens, and property owners.
- Success in developing contacts, networking
- Success in multitasking, juggling multiple priorities
- Strategy development and policy analysis
- Tenacity
- Research skills
- Passionate about the mission of the FRWC
- College degree in an environmental or policy field strongly preferred
- Ability to work in a small, dynamic, committed, and fun office environment
- Proficiency in Microsoft Office products

### **Desired (but not mandatory) Qualifications**

- Familiarity with the Flint River and its watershed
- Familiarity with the local elected and appointed officials, and area decision makers

### **Application**

- Please submit resume, letter of interest outlining previous experience, references, and 1-3 writing samples – preferably in pdf format
- Email submissions: [info@flinriver.org](mailto:info@flinriver.org)
- Application materials submitted by November 17, 2017 will receive priority consideration