

LITTLE THOMPSON WATERSHED COALITION
POSITION DESCRIPTION – Re-posted July 17, 2017

Position Title: Assistant Watershed Coordinator

Employment Status: Full time Salaried

Reports To: Watershed Coordinator for the Little Thompson Watershed Coalition Board of Directors (LTWC, the Coalition)

Location: Front Range, Northern Colorado, Office in Lyons, CO

Salary Range: Starting from \$35K to \$37K annually

The successful applicant will be a motivated worker who is willing to help serve the larger purpose of restoring an environment and community that survived a recent disaster. While challenge has brought this diverse collection of stakeholders together to work for a common cause, it will take a savvy and energetic Assistant Watershed Coordinator to keep the Coalition unified in working toward our vision. This will require common sense, smarts, enthusiasm, excellent communications skills, ability to follow directions and complete tasks and goals independently, think creatively and the determination to get the job done, close the loop and move on to the next one, sometimes at the same time.

Bring us your can-do attitude, and you'll be rewarded with the opportunity to work with a wonderful Watershed Coordinator, a group of dedicated volunteer board members and project volunteers, and to operate with a fair degree of independence and flexibility. In this position, you will collaborate with other Colorado Watershed Coordinators and Assistant Coordinators, as well as local, county, state, and federal agencies involved with watershed management. You will be working with engineers, a wide variety of natural resource professionals, and many other professionals in this field and in the field of nonprofit management. Significant networking and career development opportunities will be offered in the performance of these duties.

To Apply:

In your cover letter, highlight your experience and qualifications, and your aptitude for this position. Please demonstrate your ability to help us achieve our mission, which is:

To work together as a cohesive coalition to restore and maintain the resiliency, ecological integrity and agricultural heritage of the Little Thompson River watershed for future generations.

Please email a PDF of your cover letter and resume to coordinator@ltwatershed.org Please include, as the subject of the email: Last Name – Assistant Watershed Coordinator. The cover letter should clearly demonstrate your qualifications and ability to fulfill the stated duties of the position. LTWC reserves the right to keep the position open until filled. *No phone calls, please.*

Background

The September 2013 floods across Colorado's Front Range resulted in \$3.4 billion in damages and changed the local population's relationship to their rivers. The flood also triggered an outpouring of support from neighbor to neighbor and community to community, and assistance from across the United States and the world. Efforts to manage repairs and restoration have coalesced into the formation of coalitions in each affected watershed and a process to create a watershed-wide Master Plan to rehabilitate each river system to implement the identified projects.

LITTLE THOMPSON WATERSHED COALITION
POSITION DESCRIPTION – Re-posted July 17, 2017

This position reports to the Watershed Coordinator, who supervises this position. Both positions work for the Board of Directors of the Little Thompson Watershed Coalition, and the Watershed Coordinator reports to the Chair, Vice Chair and Executive Committee of the LTWC. The Coalition was formed in January 2014 with a primary mission to restore and maintain the resiliency, function, and ecological integrity of the Little Thompson Watershed following the disastrous flood of the river in September, 2013. The Coalition is a nonprofit organization with a Board of Directors made up of private homeowners, landowners, and stakeholders representing agriculture and other interests along the Little Thompson River. It operates with an Advisory Committee of members representing the community, government agencies and others, including the three counties through which the river flows.

Job Description

The Assistant Watershed Coordinator will work under the direction of the Watershed Coordinator to assist where needed and as assigned by the Watershed Coordinator to assist in LTWC's mission to lead disaster-related restoration efforts in the Little Thompson Watershed. The Assistant Watershed Coordinator will provide support to the Watershed Coordinator and the Coalition's efforts particularly in the area of communications, public affairs, community outreach, accounting and administrative tasks. Some of the duties described for the Watershed Coordinator may be delegated by the Watershed Coordinator, as appropriate, to the Assistant Watershed Coordinator. This may include assistance in addressing issues attendant to the watershed, including fire/flood resiliency, ecological health, water quality, wildlife habitat, riparian stability, irrigation and farm production and surrounding infrastructure where necessary. Both will work closely with the Coalition's Board of Directors and with government and private agencies, nonprofit organizations, individual citizens, landowners and other identified stakeholders, irrigators, farmers and ranchers, water districts, and vendors to implement priority projects, facilitate board and committee meetings, conduct community outreach, coordinate volunteers and further the mission of the Little Thompson Watershed Coalition, including identifying and seeking funding sources and other resources.

Funding for this 12-month position ends in June 2018 and is provided by a U.S. Housing and Urban Development (HUD) Community Development Block Grant for Disaster Recovery (CDBG-DR) grant.

Primary Duties

- ***Coordinate Board of Director Activities:*** Provide assistance to the Watershed Coordinator who will lead and facilitate the implementation of decisions and strategies agreed upon by the Little Thompson Watershed Coalition's Board of Directors to directly support the overall objectives described in the Watershed Master Plan. Assist in preparing meeting agendas and minutes, sub-committee information packets, meeting logistics and other duties as necessary to meet priorities and deadlines, engaging the Board of Directors and its Advisory Committee for direction towards these work goals.
- ***Project Management and Volunteer Coordination:*** Provide assistance to the Watershed Coordinator, using the Master Plan to identify, organize, implement and evaluate priority programs and projects, and append the Master Plan as needed. Assist in ensuring compliance with regulatory, government, funding, and 501 (c)(3) requirements. Assist in seeking outside support through federal, state, local, stakeholder and private partnerships. Work with a variety of volunteer groups to seek

LITTLE THOMPSON WATERSHED COALITION
POSITION DESCRIPTION – Re-posted July 17, 2017

their assistance and manage their activities, hours and schedules for Coalition projects, and track these in a database. Involve Coalition stakeholders in these projects.

- **Community Outreach, Education:** Maintain current database of stakeholders, and other categories established by the LTWC. Develop a plan for regular communication of strategies, projects, and news using a variety of methods (local newspapers, phone, email, meetings, fence-post sessions, river walks, Skype, Twitter, Facebook, Nextdoor, Slack, or other social media as well as traditional means and media). Prepare outreach materials, press releases, presentations and displays. Keep website updated to be current and useful to stakeholders, volunteers and potential partners and funders, particularly the calendar, contact information and grants and project information. As assigned, represent the LTWC at community events and meetings, relevant government agency meetings and keep the Board of Directors apprised of outcomes. Raise the Coalition's visibility among stakeholders, potential funding sources, and the public. As assigned, respond to stakeholder concerns and keep the Board of Directors apprised of those concerns. Gather information and coordinate with the Watershed Coordinator to offer recommendations for solutions. Assist with all internal and external communication, fundraising, volunteer events, and outreach activities.
- **Organizational Sustainability:** Work with the Coalition and the state of Colorado's Dept. of Natural Resources and Department of Local Affairs as directed to use available resources to sustain the Coalition and its work. Assist the Watershed Coordinator and the Coalition's Treasurer and Executive Committee members to manage budgets and finances, prepare reports for review and approval, track project expenses and revenues, prepare invoices, and follow other accounting procedures. Comply with the Coalition's requirements for any fiscal sponsor (Estes Valley Land Trust—EVL—for 2016 at a minimum) and the Coalition's bylaws and articles of incorporation. Assist with administrative and program accountability for regulatory compliance, program success and financial stability. Assist in managing the Coalition's office efficiently, including equipment maintenance, supplies, services, and utilities. Receive assignments and review tasks with the Watershed Coordinator to ensure effective use of time and resources. At this time there will be one Assistant Watershed Coordinator.
- **Grant writing and fundraising:** Track funds, as well as hours, work, materials and equipment provided as in-kind support, and other partnerships to meet requirements of matching grants. As assigned, provide assistance for researching these kinds of opportunities, as well as planning and executing events, and identifying sources for government, corporate, private, individual, and foundation grants and funding.

Required Qualifications

- Three years professional experience in natural resource sciences, community outreach, community group development, administration, nonprofits (including board experience and development).
- Excellent skills in interpersonal relationships, office management, public relations, communications and outreach, including social and new media as well as traditional media.
- Experience with volunteer activities a plus, with an understanding of strategies to recruit, coordinate, manage and track volunteers.

LITTLE THOMPSON WATERSHED COALITION
POSITION DESCRIPTION – Re-posted July 17, 2017

- Ability to work independently, establish work priorities and manage time effectively, with an ability to take direction and understand assignments. Ability to provide verbal and written updates and feedback. Ability to work under established priorities as a key team member.
- Proficient using MS Office Suite (Word, Excel, Outlook, Powerpoint) and ability to learn new computer applications, including basic accounting software such as Quickbooks, with preference given to candidates with an understanding of website design, development and maintenance.
- Proficient in basic accounting, writing, and presentations.
- Possess a strong work ethic, energy and flexibility.
- Possess an environmental and conservation ethic.
- Valid driver's license and reliable, insured personal transportation. Ability to work evenings is required as well as ability to work occasional weekends and attend occasional multi-day conferences. Ability for regular travel within the state to meet with stakeholders in their specific river reaches, and at their monthly meetings in various locations throughout the watershed is required. Occasional travel to other Colorado watershed coalitions, state officials, and EVLT in Estes Park, CO is required.
- Physical ability to hike sometimes remote, strenuous conditions and lift up to 50 pounds.
- Must be able to pass a background security check.

Desired Qualifications

- Bachelors degree in natural resource sciences, communications, business, administration, nonprofits.
- Understanding of LTWC's goal to establish and maintain organizational stability and success to carry out its work into the second year and beyond.
- Understanding of procurement processes, requests for quotes or proposals/bids, accompanying follow-up (criteria for review, selection and award) and subsequent contract management.
- Understanding of the role engineering and other construction projects play in both the restoration of a watershed after a disaster and maintaining the watershed's future ecological health.
- Basic knowledge of watershed issues a plus.
- Understanding of the process to identify, solicit and manage grants, donations, in-kind services and equipment.
- Understanding of techniques to leverage resources from a variety of sources such as individual, private, corporate, foundations and governments.
- Experience working for and with nonprofits and/or government agencies a definite plus.
- Awareness of geographic information systems (GIS) a plus.

Salary and Position Details

Salary range starts from \$35K to \$37K per year and includes a twice-annual bonus in lieu of benefits. The location of the office for the position will be in Lyons, CO. There will be monthly meetings in Estes Park, CO, Longmont, CO, among other locations. The initial engagement length of the position is 12-months with the intention of continuation for up to another 18 months and beyond. Anticipated start date is late July 2017.

The Little Thompson Watershed Coalition and the Estes Valley Land Trust are Equal Opportunity Employers and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any

LITTLE THOMPSON WATERSHED COALITION
POSITION DESCRIPTION – Re-posted July 17, 2017

phase of employment for this position. Further, the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 70u (Section 3) which states that employment and other economic opportunities generated by HUD assistance shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

Little Thompson River and its Watershed Coalition (LTWC, the Coalition)

The Little Thompson River flows for 64 miles in three counties (Larimer, Boulder and Weld), starting just below Rocky Mountain National Park to the confluence with the Big Thompson River on the prairie, in Milliken, CO. This small but beautiful river is one of the least developed in the region, and remains a critical wildlife corridor. It is an important source of agricultural irrigation and domestic drinking water. The river experienced some of the highest documented floodwaters—exceeding 15,000 cubic feet per second—and ravaged the watershed with unprecedented flows.

The Coalition's Board of Directors is made up of stakeholders who lead and direct projects, involvement and outreach to the watershed community of all stakeholders, approximately 600 people living on or near the river. The Directors lend their time and effort voluntarily and are organized by river reach. The watershed is primarily on private land, and includes residents in various rural communities and sub-divisions in unincorporated counties. There are nine irrigation ditches in the watershed, limited local government land, limited businesses (mostly home-based). There are six fire districts, some federal land (USFS, BLM and BOR), some railroad property, and a smattering of churches and nonprofits, among other stakeholders.

The Coalition developed and maintains a database of landowners, neighbors and supporting organizations. It completed a first-ever Master Plan with Tetra Tech as the contractor and technical team. Funds for the Master Plan were provided primarily by the Colorado Water Conservation Board, with secondary support from two counties and other stakeholders. Master Plan link: http://ltwrc.org/master_plan_level_1.html (Click on the Appendices or any of the specific river reaches.)

Going into its third year, the Coalition's Board of Directors has hired the Estes Valley Land Trust (EVLТ) to manage its payroll, accounting and audit services, with support and assistance from the Coalition staff and the Board's Executive Committee. The Coalition's Board of Directors has approved use of the EVLT's Employee Handbook for Coalition personnel (Watershed Coordinator and Assistant Watershed Coordinator). The Coalition will file for its 501 (c)(3) status in January 2016 and a letter of determination from the Internal Revenue Service is expected in early 2016.