



Program Associate

Position Title: Program Associate

Employment Status: Part-Time, 16-24 hours week (with option to increase to 40 hours/week in summer months).

Reports to: Watershed Center Associate Director

Office Location: 6800 Nimbus Road, Longmont, CO 80503

Salary Range: \$20-\$25/hour

Background Information

Since 2005, [Left Hand Watershed Center](#) (formerly Lefthand Watershed Oversight Group) has worked to protect and restore watersheds for people and the environment using a collaborative and science-based approach. While we continue to maintain our roots in the Left Hand Watershed, we expanded our geographic scope and [services](#) to the greater St. Vrain Basin in 2019. We are hiring a Program Associate to carryout tasks across our river, forest, adaptive management, and community programs.

General Position Description

Under the direction of the Associate Director, serve as Program Associate for the Watershed Center's projects and services. The Program Associate will support program and executive staff and carry out a variety of tasks across programs including data collection/fieldwork, planning and implementing volunteer stewardship projects and community events, and carrying out administrative and research tasks.

The position requires 1-3 years of professional working experience in the fields of ecology, communications, and community engagement. Knowledge of watershed management, forest health and restoration, and the local watershed is desired. In addition, we are looking for a highly organized and motivated self-starter with excellent written and oral communication, interpersonal, and networking skills.

Tasks

Primary tasks include, but are not limited to, the following:

- Assist with field data planning and collection in forests and rivers;
- Assist with data entry, management, analysis, interpretation, and reporting;
- Organize and lead community stewardship & monitoring events. This includes but is not limited to:
 - Planning, implementing, and overseeing volunteering stewardship and community science projects and events;

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- Volunteer recruitment, advertisement, outreach, and follow up communication;
 - Developing community outreach and engagement/marketing materials;
 - Planning and preparing social media content;
- Assist with K-12 education curriculum development and teaching in coordination with Watershed Center's staff;
- Assist with grant applications and grant administration tasks;
- Assist with development of monthly newsletters;
- Carryout organizational, administrative, and fundraising tasks as assigned. This could include:
 - Maintaining and updating a landowner database, volunteer database, and donor database;
 - Preparing meeting minutes at meetings;
 - Meeting scheduling;
 - Contributing to ensuring compliance with grant requirements and organizational policies;
 - Preparing donor thank you letters;
 - Preparing fundraising or marketing materials;
- Other tasks as assigned by the Associate Director

Desired Qualifications

- Bachelor's or Master's Degree and 1-3 years of experience working in a professional environment or equivalent. A background in ecology, communications, and community engagement is desired. Understanding of watershed science and river and forest restoration concepts is preferred.
- Experience with ecological field data collection techniques and the aptitude to learn new protocols.
- Proficiency in use of MS Office Suite programs and outreach/marketing programs such as Canva and Mailchimp.
- Experience with statistical analysis and application of statistical programs such as Program R.
- Enthusiastic, community-oriented individual, with a passion for connecting community to their watersheds.
- Ability to translate technical information for diverse audiences.
- Experience and skills and/or aptitude to use a variety of outreach tools including social media, websites, mailers, events, and more.
- Excellent skills in interpersonal relationships, organizational effectiveness, and community outreach.
- Well organized, self-starter, detail-oriented, and adaptable with the ability to manage both routine and complex tasks simultaneously.



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- Familiarity with community outreach and engagement techniques for diverse audiences.
- Experience or interest in working with and leading volunteers in data collection and/or stewardship activities.
- Ability to prepare meeting materials and presentations and assist in facilitating meetings.
- Excellent writing, presentation, and public relations skills.
- Ability to work independently, establish work priorities and manage time effectively.
- A valid Colorado Driver's License and ability to pass background check including a good driving record. Must have own vehicle, mileage reimbursement available.

Working Conditions

Work is performed inside and outside both day and night, under varying and extreme weather conditions, and could include frequent driving of employee's personal vehicle. Field conditions will include steep, unstable terrain, proximity to fast-moving water, proximity to highway traffic, and typical conditions associated with travel in the foothills and plains of the Rocky Mountain region. Work may include working weekends. Work includes but is not limited to exposure to sun, noise, dust, fumes, smoke, gases, and oils, moving vehicles, lifting and carrying up to 50 pounds, bending, stooping, squatting, crawling, kneeling, pulling, pushing, reaching overhead and above shoulders, use of both hand and fingers, climbing stairs and ladders, walking, standing, and sitting for extended periods of time. Coordination of eyes, hands, legs, and body is needed. Must have correctable near and far vision, ability to hear, speak, and write. Work also includes the ability to understand and follow oral and written instructions, and the ability to utilize communication equipment.

Left Hand Watershed Center is an Equal Opportunity Employer and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any phase of employment for this position.

Salary and Position Details:

This part-time position will start at 16-24 hours/week with an hourly rate of \$20-\$25/hour, depending on skills and experience. Employee will have the opportunity to increase hours to 40/week from May-September. Benefits for part time employees include an IRA with 3% company match. Paid vacation, sick and holiday time available when work schedule is greater than 25 hours/week.



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To Apply:

Please email your cover letter and resume combined into a single PDF labeled Lastname_Firstname_ProgramAssociate_2022 to: applywatershedcenter@gmail.com. The position will remain open until filled. The cover letter should clearly demonstrate the applicants' ability to fulfill the stated duties and meet the qualifications of the position. The ideal candidate will begin employment by March 2022.