



## **FOUNTAIN CREEK** WATERSHED DISTRICT

### **Fountain Creek Watershed District Watershed Outreach Coordinator Position Description**

**Salary Range:** \$40,000-\$45,000 Dependent on experience, plus mileage reimbursement and 4% matched 457b retirement plan

**Position Classification:** Employee position, full time (40 hours/week), exempt

**Start Date:** Summer 2024

**Application Deadline:** Rolling – open until filled

**Application Process:** Submit a letter of interest and resume detailing the candidate's qualifications for this position to [fountainckdist@gmail.com](mailto:fountainckdist@gmail.com)

#### **About the Fountain Creek Watershed District**

The Fountain Creek Watershed District was established as a Special District, a subdivision of the State Government in 2009 to protect and enhance the health of the Fountain Creek Watershed, from Palmer Lake to Pueblo, Colorado. To date, the District has completed over \$31 million dollars in creek restoration work, has established Colorado's largest watershed-wide cleanup program, Colorado's only Brewshed Alliance, and serves as a collaborative partner across multiple jurisdictions with nonprofits, businesses, and other organizations. We are working to protect water – our most important and threatened natural resource – for the thriving life of the watershed and all it touches.

#### **Watershed Outreach Coordinator Position Overview**

The Watershed Outreach Coordinator reports directly to the Executive Director (ED) and works closely with the District's Citizen Advisory Group, Board of Directors, and many community partners. The Outreach Coordinator is responsible for establishing, managing, and growing existing and new watershed related programs and products and serving as a representative of the District in local and state forums. This is a flexible, remote position, and candidate must provide their own reliable transportation. Typical hours are M-F, 8-5 with significant variation depending on organizational and programmatic needs.

#### **Watershed Outreach Coordinator Responsibilities**

- Manage and grow all aspects of established District programs including Great American Cleanup, Creek Week Cleanup, Brewshed® Alliance, Scoop the Poop events, Fishing Derby, and water-wise landscaping initiatives
- Work with the District's Board, TAC and CAG committees as well as external partners on increasing public participation and watershed related communications with diverse audiences
- Develop and execute District communications using multiple channels including online, print, radio, tv, etc.

- Supervise summer Fellow
- Manage and grow District volunteer programs
- Administrative duties including grant research and management, meeting support, strategic planning and other duties as assigned

### **Who We're Looking For**

This is a fast-paced role with varied duties. If you can juggle multiple projects, enjoy working independently as well as on a hard-working team and can manage time effectively, this might be the job for you!

- Passionate, positive, energetic people-person
- Experience with Google tools, Constant Contact, social media, budgeting, event planning and execution
- A strong commitment to the District and its mission of protecting and enhancing watershed health
- Graduation from an accredited college or university with a bachelor's degree in a related field
- Practical knowledge of natural resource management and best practices in education/outreach. Specific background in local watershed issues a plus.
- Desire and ability to effectively communicate and cooperate with coworkers, volunteers, Board members and partners

### **Compensation and Benefits**

Employees are entitled to compensation commensurate with experience. The salary range for this position is \$40,000-\$45,000. There are 80 hours of PTO per year, plus eleven (11) paid government holidays. Flexible working schedule. Work related mileage will be reimbursed. Opportunities for trainings and conferences are available for professional growth. Being part of a small, enthusiastic, and passionate team dedicated to protecting watershed health!

*The Fountain Creek Watershed District is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply.*