



## **Middle Arkansas Watershed Coordinator**

**Posted Date:** June 2024

**Closing Date:** Open until filled; early application encouraged

**Work Arrangement:** Hybrid position based in the Arkansas River Basin, some office work and travel required

**Job Classification:** Full-Time, Hourly (Non-Exempt)

**Location:** Fremont County, Colorado (or nearby community)

**Supervisor:** Director of Forestry

**Compensation:** \$24-28 per hour (\$49,920-\$58,240/year), based on experience

### **Position Overview**

The Arkansas River Watershed Collaborative (ARWC) seeks a motivated individual to oversee and manage watershed health initiatives in the middle Arkansas River basin. Reporting to the Director of Forestry (DF), the Middle Arkansas Watershed Coordinator (MAWC) plays a pivotal role in guiding the implementation of strategic projects in collaboration with colleagues, agencies, and contractors. If you are looking for a unique opportunity to positively impact the environment and be backed by a supportive team in a thriving organization, you should apply today!

The MAWC will oversee planning, on-the-ground mobilization, completion of deliverables, and comprehensive monitoring and reporting for projects in the middle Arkansas Basin. Our ideal candidate will have experience in watershed health, forestry, restoration, project management, or another similar area. Our ideal candidate has worked with a diverse set of partners to coordinate successful natural resource projects in the past, has excellent interpersonal and communication skills, and has the flexibility and enthusiasm to help colleagues with projects.

As a small but mighty nonprofit, our staff has the opportunity to learn new skills often. Most importantly, we hope to find an engaged and versatile candidate with a thirst for knowledge and a willingness to learn for this unique position to serve the Upper Arkansas Basin communities. ARWC is poised to grow significantly in the upcoming years, offering promising advancement opportunities for qualified staff within the organization.

### **About Us**

ARWC champions watershed health initiatives for economic, ecological, and societal benefit throughout Colorado's Arkansas River Basin. We create resilient and healthy watersheds, build networks of informed and active community members, and provide expertise and support in the wake of wildfires. Together, we're not just envisioning—we're actively building—a sustainable legacy for the Arkansas River Basin. Discover more at [arkcollaborative.org](http://arkcollaborative.org).

## **Core Responsibilities**

### Program Coordination (50%)

- Implement ARWC's initiatives in the middle Arkansas Basin.
- Work with managers to formulate forest and watershed health treatments, riparian restoration, and wildfire response and prevention.
- Serve as the primary ARWC contact for program-related inquiries in the middle Arkansas Basin.
- Conduct community outreach and collaboration efforts related to watershed health planning and implementation.

### Project Development (25%)

- Assist with developing and deploying fuels reduction and slash management programs in the middle Arkansas Basin.
- Cultivate and enhance community partnerships to advance new projects and a shared vision throughout the basin.

### Monitoring and Evaluation (15%)

- Conduct site visits for progress evaluation, data collection, and documentation purposes.
- Analyze collected data to determine project efficacy and prepare comprehensive reports

### Administrative & Other Duties (10%)

- Support budgeting process, grant preparation, and reporting in collaboration with the DF and Executive Director.

## **Minimum Requirements**

- Two years of demonstrated and relevant experience.
- Demonstrated ability to coordinate multiple projects and tasks efficiently, even in a demanding environment, while consistently meeting objectives and deadlines.
- Exhibit excellent interpersonal skills, a commitment to team collaboration, and the ability to operate independently in a self-directed environment.
- Experience coordinating projects with a diverse range of partners.
- Must possess a valid driver's license and be willing to travel and use a personal vehicle, as necessary, to perform work-related activities – travel expenses will be reimbursed.
- Job duties are in various settings, including office, vehicle, or outdoors in all possible weather conditions. You must possess the physical ability to hike through Colorado's varied landscapes and travel via vehicle over rough terrain, sometimes in remote locations and in varying weather conditions. You must be able to stand, sit, walk, talk, or listen for extended periods. You may be required to carry up to 50 pounds for 100 feet.
- Successful applicants must be able to pass a background check before beginning work.
- Proficiency with Microsoft Office, Google Suite, other typical office software

## **Preferred Qualifications**

- Degree in relevant field (watershed science, environmental science, forestry, planning, etc.)
- Demonstrated understanding of the principles of natural resources management in the Mountain West
- Experience with volunteer management, team leadership, and/or oversight of contractors.
- Experience using tools and chainsaws (or willingness to learn)
- Proficiency with ESRI, GPS, and data collection apps (ArcGIS Collector, Survey123) and experience with online platforms for grant applications and report submissions.

### **Joining ARWC means...**

- A chance to be part of a small but mighty team with opportunities to grow and learn.
- A significant role in a nonprofit that's making a tangible impact on the Arkansas River Basin's future.
- A position with travel and the flexibility of a hybrid work arrangement

### **Location**

To best serve the needs of our basin, ARWC employees are located throughout the organization's service territory. Staff work primarily from home offices and travel to project sites when necessary. We also have dedicated office space at Colorado Mountain College in Salida, Colorado. This position will be responsible for projects in Fremont, Teller, and Huerfano Counties and may be asked to help with projects throughout the basin. Preference will be given to candidates residing in or near the middle Arkansas Basin of Colorado, or those who are willing to relocate within six months. Potential relocation assistance may be available to highly qualified candidates.

### **Compensation and Benefits**

This is a full-time, hourly position with an average of 40 hours/week. Compensation is commensurate with qualifications and experience, but we anticipate hiring between \$24 and \$28/hour. ARWC offers a generous benefits package, including health insurance, life and disability insurance, paid time off (sick, vacation, holidays), SIMPLE IRA matching contributions, and flexible work arrangements.

**How to Apply:** This position is open until filled, but preference will be given to candidates who apply by July 15. Early applications are strongly recommended. Applicants should submit 1) a cover letter, 2) resume (max 3 pages), and 3) list of 3 references (in a single pdf) by e-mail to [jobs@arkcollaborative.org](mailto:jobs@arkcollaborative.org) with the subject line: "Middle Ark Watershed Coordinator". References will only be contacted if you are selected for a final interview.

Please respond to the following questions in your cover letter

1. Why does watershed protection work in the middle Arkansas basin matter to you?
2. Please describe your experience relevant to the position's core responsibilities.
3. Why are you interested in working for ARWC?