



FOUNTAIN CREEK WATERSHED DISTRICT

For the thriving life of the watershed and all it touches.

Fountain Creek Watershed District Watershed Outreach Coordinator Position Description

Salary: \$45,000-\$50,000 (Dependent on experience)

Benefits: Mileage reimbursement, overtime eligible, 4% matched 457b retirement plan, 80 hours of PTO, 11 paid holidays, opportunities for professional training and conferences

Position Type: Full time (40 hours/week), Non-Exempt Employee

Start Date: Late 2024

Application Deadline: Rolling – open until filled

Application Process: Submit a letter of interest and resume detailing your qualifications to:
fountainckdist@gmail.com

About the Fountain Creek Watershed District

The Fountain Creek Watershed District was established as a Special District in 2009 to protect and enhance the health of the Fountain Creek Watershed, stretching from Palmer Lake to Pueblo, Colorado. To date, the District has completed over \$35 million dollars in creek restoration work, has established Colorado's largest watershed-wide cleanup program (Creek Week), launched the state's only Brewshed® Alliance, and serves as a collaborative partner across multiple jurisdictions. We are working to protect water – our most important and threatened natural resource - for the thriving life of the watershed and all it touches.

Why Join Our Team:

- **Impactful Work:** Contribute to meaningful environmental initiatives that protect watershed health and engage the community
- **Flexible Schedule:** Manage your time independently, with the ability to work remotely and structure your day around what works best
- **Opportunities for Growth:** Access professional development, including trainings, conferences, and networking with regional leaders
- **Collaborative Environment:** Be part of a small, passionate team where your ideas matter
- **Balanced Lifestyle:** Enjoy paid holidays, PTO, mileage reimbursement, and a 4% retirement match to support your well-being

Watershed Outreach Coordinator Position Overview

As the Watershed Outreach Coordinator, you'll report directly to the Executive Director and collaborate closely with the District's Team, Citizen Advisory Group, Board of Directors, and community partners. You will manage and grow watershed programs, represent the District in regional forums, and lead outreach efforts to engage diverse audiences watershed-wide. This role is ideal for someone who enjoys working both independently and as part of a team, thrives in a dynamic environment, and is eager to make an impact. This is a flexible, mostly remote position, and candidate must provide their own reliable transportation.

Key Responsibilities

- Lead and expand existing programs, including the Great American Cleanup, Creek Week, Brewshed® Alliance, and partner outreach initiatives across the District
- Work closely with the Board, TAC, CAG committees, and partners to increase public engagement in watershed activities
- Develop and implement communications strategies across multiple channels (e-newsletter, social media, print, radio, TV, etc.)
- Supervise and support a Fellow, volunteers, and other staff as needed
- Manage and grow volunteer programs to foster greater community involvement
- Provide administrative support, including grant research, writing, and reporting, as well as meeting facilitation

Ideal Candidates Will Have:

- Bachelor's degree in a relevant field (e.g., environmental science, communications, natural resource management)
- Knowledge of best practices in natural resource management, education, and outreach
- Familiarity with local watershed issues (preferred but not required)
- Excellent communication skills to engage effectively with coworkers, volunteers, board members, and partners
- Superior organizational skills with attention to detail and the ability to meet deadlines
- A proactive, self-starter attitude with the awareness to seek support when needed
- Punctuality, reliability, and trustworthiness
- Strong ability to work independently and as part of a team with minimal day-to-day supervision
- Positive, energetic, and people-oriented approach to problem-solving and collaboration
- Experience using Google Workspace tools, Constant Contact, social media platforms, and managing budgets and events
- Commitment to the District's mission to protect and enhance watershed health

Physical Requirements

Job duties include a general office environment, spent sitting and operating a computer and other office machinery. Events supported by this position may require the transportation of equipment and supplies. Must be able to occasionally lift 25-40 pounds. Must be able to read, write, and communicate fluently in English.

Compensation and Benefits

- Salary: \$45,000-\$50,000, dependent on experience
- Eligible for overtime
- Mileage reimbursement for work-related travel
- 4% matched 457b retirement plan
- 80 hours of PTO annually, plus 11 paid holidays
- Professional development opportunities, including conferences and trainings

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