



Watershed Engagement Coordinator

Clean Lakes Alliance seeks a **Watershed Engagement Coordinator** to join its passionate and dedicated team. Clean Lakes Alliance is a 501(c)3 nonprofit devoted to improving the water quality of area lakes, streams, and wetlands in the Yahara River Watershed. Working closely with government agencies, waterway user groups, local businesses, farmers and riparian owners, our organization serves as a positive voice in promoting our cherished lakes and a fundraising arm for project execution. We envision a future in which everyone views our lakes as the center of the community. To learn more about our work and values, please visit: cleanlakesalliance.org.

Position Description

The **Watershed Engagement Coordinator** is a full-time, benefits-eligible position that performs the day-to-day implementation of Clean Lakes Alliance's volunteer and community-engagement programs. The estimated start date for the position is around September 7, 2021.

Job Duties

- **Volunteer Days (25%)**: These volunteer-action opportunities are hosted to involve local businesses and organizations looking for hands-on teambuilding experiences benefiting the lakes. Cleanups, prairie seed harvesting, and site-restoration events are held spring through fall of each year at various project sites within the Yahara Watershed, and with groups ranging in size from 8 to nearly 200 participants. Responsibilities include maintaining partnerships and volunteer relationships, scheduling events with host-site partners, coordinating day-of activities, maintaining related supplies and equipment, supporting social media promotion, tracking and reporting outcomes, and generally ensuring successful program implementation.
- **Yahara Lakes Water Quality Monitoring (25%)**: Citizen lake monitors perform near-shore condition evaluations and report findings through the LakeForecast app. Responsibilities include cultivating partnerships and volunteer relationships, training volunteer monitors, maintaining needed supplies and equipment, evaluating and summarizing collected data, tracking and reporting outcomes, and generally ensuring successful program implementation.
- **Other Volunteer-based Programs (25%)**: Clean Lakes Alliance regularly develops and implements citizen-action and volunteer-involvement opportunities requiring coordination support. Future efforts may include boater education related to aquatic invasive species, and the promotion of at-home actions like building rain gardens, redirecting roof downspouts, and removing fall leaf debris from street gutters. Responsibilities include helping with volunteer recruitment, training, and coordination.
- **Government Relations (15%)**: Monitor meeting schedules and agendas of select government bodies and collaborating organizations to track the status of issues and policies of particular importance to Clean Lakes Alliance. Attend meetings as appropriate to gather or present information on behalf of the organization.

- Educational Booths and General Support (10%): Responsibilities include staffing booths and events, recruiting volunteer assistance, and engaging with audiences of diverse ages and backgrounds. Assist with other activities as needed to raise awareness, increase volunteerism, empower individual action, and help advocate for projects and policies that benefit our lakes.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

Minimum Qualifications

- Undergraduate degree in limnology, watershed or stormwater engineering, water resources management, biological conservation, aquatic ecology, communications, or other applicable discipline or professional work experience that relates to the role and responsibilities of the position.
- Strong knowledge of the biological, chemical, ecological, and physical dynamics of rivers, streams, wetlands and lakes and their connection to landscapes. Experience applying those concepts through planning, design, implementation, education, and/or evaluation work.
- Strong written and verbal communication skills, with experience presenting to diverse groups of varying sizes.
- Highly organized and adaptable, with an ability to juggle the demands of multiple programs and deadlines.
- A flexible, resourceful, and detail-oriented person who can excel in a fast-paced setting.
- Proficient in the use of Word, Excel and PowerPoint.
- Experience in database management and/or Geographic Information Systems (GIS) software is desirable.

Compensation and Benefits

- Annual salary: \$35,000-45,000 commensurate with experience
- Earned Time Off: 15 paid time-off days (120 hours) per calendar year (starting), pro-rated depending on start date
- Paid Holidays: New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving, Afternoon of Christmas Eve, Christmas Day, Boxing Day (day after Christmas), and Afternoon of New Year's Eve
- Other benefits include:
 - Family Leave Policy (up to 6 weeks per calendar year of employer-paid leave for eligible situations)
 - Group Term Life Insurance
 - Short & Long-term Disability
 - Flexible Spending Plan
 - 401 (k) Retirement Savings (employer contribution of 4% of eligible employee salary)
 - Madison Metro Commuter Pass

Work Environment and Job Specifications

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- General business hours: Based on work hours within a Monday-Thursday, 8:00-5:00, and Friday, 8:00-12:00, schedule. Occasional evening and weekend work that generally corresponds with public meetings and Clean Lakes Alliance-sponsored community events.
- Volunteer Days are held outdoors and access to a vehicle is required. All approved mileage is reimbursed at the federal rate. Must be able to work outdoors independently rain or shine.
- Workdays involve lifting and transportation of tools and equipment used in moderate-intensity outdoor work. Must be able to routinely lift and/or move up to 20 pounds and occasionally lift and/or move items up to 40 pounds.
- Most work is performed at a desk in a small, open office environment, with occasional off-site work during the coordination of Volunteer Days, lake monitor trainings, and Clean Lakes Alliance-hosted community events.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position
- Travel occasionally to primary job location and various other locations for events, meetings, presentations, etc.
- Job location: Verex Plaza, 150 East Gilman Street, Suite 2600, Madison, Wisconsin 53703. On bus line and short walk or bike ride from the UW-Madison campus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To Apply

Please email a **letter of interest**, **resume**, and **three professional references** with contact information to resumes@cleanlakesalliance.org by **11:59 a.m. CST on Monday, August 23rd**. Include "Watershed Engagement Coordinator" in the subject header. References will only be contacted for the final applicant pool, and you will be notified beforehand.

Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.