

Stormwater Coordinator

Full-time/Exempt

Reports To: Education & Stewardship Manager

ABOUT THE ORGANIZATION:

Located in Rochester Hills, MI, and serving the entirety of the Clinton River watershed, the Clinton River Watershed Council's mission is to protect, enhance, and celebrate the Clinton River, its watershed, and Lake St. Clair for the benefit of communities, the environment, and our future. For over 50 years, CRWC has worked to improve watershed management practices alongside local municipalities, provide educational programming for communities and children of all ages, and has worked to restore and enhance the Clinton River and Lake St. Clair to become a place folks want to work, live and play.

POSITION DESCRIPTION:

The Stormwater Coordinator will work collaboratively with CRWC staff to expand, facilitate and support the Stormwater Education Program. This includes leading the service expansion for Stormwater communities as well as supporting existing services delivered through the Stormwater Education program. The position will support the collaboration across CRWC programs to ensure Stormwater Education added services are complimentary and value added to CRWC's education, recreational, and stewardship programming, including the WaterTowns program in particular.

The position will work directly with the Education & Stewardship Manager to support the development and implementation of new stormwater education services as well as the delivery of existing services such as the Stormwater Management forums, stormwater education presentations, Water Festival events, and other outreach events as they arise. The position will be charged with creating and updating stormwater education materials for communities, industry, and businesses. The Stormwater Coordinator will also work in partnership with the GSI Coordinator and the Watershed Planner to build complimentary capacity for residential and community scale GSI capabilities at CRWC.

The Stormwater Coordinator will be a part of the staff team at CRWC working to uphold the organization's mission and will be expected to function as a collaborative team member, including occasionally contributing to organization events and team needs as they arise; production of high-quality work in a timely fashion; courteous, service-oriented behavior towards volunteers, partners, and coworkers at all times; and ability to work collaboratively with partners, colleagues and administrative staff.

Reporting Relationship: The Stormwater Coordinator reports to the Education & Stewardship Manager and works closely with CRWC staff, partners, and volunteers to facilitate and support education, stewardship, and recreational programs of the organization.

PRIMARY DUTIES INCLUDE:

Stormwater Education

- Support communication and coordination of education efforts with government and community liaisons in seven sub-watersheds, including MS4 permittees, EGLE, counties, universities, and others.
- Co-lead the design and implementation of additional stormwater education services under the new Public Education Plan
- Collaborate with the Watershed Planner to better integrate stormwater education activities with WaterTowns and the GSI Coordinator to grow GSI services at multiple scales across the organization.
- Support the delivery of regular presentations to community members on non-point source pollution and its impacts on water quality.
- Support the collection of program feedback and the preparation of biennial reports to the participating communities and other stakeholders outlining program results
- Develop and deliver surveys for program evaluation.
- Lead the quarterly Stormwater Management forums for communities.
- Update and manage the RiverSafe LakeSafe program.
- Support K-12 educational efforts as a mentor for Stream Leaders and for Water Festivals.
- Assist with the expansion, development and distribution of stormwater education publications & materials, including to industry and commercial organizations.
- Work with the communications staff to showcase ‘success stories’ around stormwater education work happening in communities.
- Develop, expand, and promote stormwater and watershed education programs to increase diversity, equity, and inclusion among our work.

General Programmatic Support

- Collaborate with Education and Stewardship Manager and other staff for program facilitation and development, including grant exploration work.
- Assist with the development of informational resources such as educational flyers, newsletter articles, displays, and activities related to stormwater education program as needed.
- Support the promotion of CRWC programs through media and PR relations as needed.
- Assist with the administration of the stormwater education program, including reporting, billing, etc. as needed.

REQUIRED SKILLS & MINIMUM QUALIFICATIONS:

- Bachelor of Science in biology, aquatic ecology, environmental science, sustainability, planning, engineering, or related field preferred; or at least one year experience.
- Experience in program creation and/or ability to bring creative energy to stormwater management education.
- Strong analytical, verbal and written communication skills as well as the ability to present in a public forum for both adult and student audiences.
- Enthusiasm for public engagement, working with volunteers, and interacting with underserved communities.
- Ability to learn new technology and explain it to others as well as the ability to learn, participate in, and facilitate on a virtual platform.
- Demonstrated ability to track and manage multiple tasks, must be skilled in planning and prioritization, and highly organized.
- Working familiarity with Microsoft software suite (Excel, Word, and PowerPoint), listserv software such as Constant Contact, survey collection software i.e., Survey Monkey and Google Forms, and familiarity with ArcGIS suite is preferred.
- Must be a collaborative team member, willing to support the success of the broader CRWC team as needed.
- Must have the ability to work outdoors in all weather conditions.

WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform essential functions unless making the reasonable accommodation would cause an undue hardship.

- This position will be required to work from the CRWC office located at 1115 West Avon Road, Rochester Hills, MI 48309
- Some evening and weekend work required
- Must maintain a valid driver's license and candidate's driving record may be checked
- Candidates are subject to a background check

COMPENSATION AND BENEFITS:

Salary Range: \$42,000 - \$44,000

Salary commensurate with experience. CRWC offers competitive medical, vision, and dental insurance packages. The organization also offers retirement benefits, vacation, sick, and holiday pay. Compensation is recommended by the Executive Director and approved by the Board of Directors.

APPLICATION:

The Clinton River Watershed Council is an equal-opportunity employer. It makes its employment decisions on the basis of merit and does not discriminate against any candidate on the basis of race, color, ancestry, religion, height, weight, national origin, disability, citizenship, age, sex, gender, sexual orientation, gender identity, veteran status, or any other protected class or status.

To Apply: Send a copy of your *resume* and *cover letter* to us at kaleigh@crwc.org.