



Alpine Watershed Group

Protecting the Headwaters of the California Alps

Job Announcement: Watershed Coordinator

Alpine Watershed Group (AWG) seeks a Watershed Coordinator to help manage and implement all aspects of AWG's restoration, monitoring, and community outreach programs as well as to assist with fundraising. The Watershed Coordinator works out of the AWG office in Woodfords, California.

Organization Description

AWG's mission is to preserve and enhance the natural system functions of Alpine County's watersheds for future generations. AWG provides leadership and facilitates collaboration among diverse stakeholders from throughout the watersheds to identify and implement monitoring, assessment, planning, and restoration projects. AWG engages volunteers as stewards through water monitoring and watershed restoration activities. Alpine County provides an ideal rural setting for watershed stewardship and preservation, located at the headwaters of five major rivers of California and Nevada. In close proximity to Lake Tahoe and the Carson Valley, the region offers a beautiful place to work and live.

Position Description

The Watershed Coordinator helps to manage and implement all aspects of AWG's monitoring and restoration programs, including the coordination of volunteers, collaboration with partner agencies, and planning watershed activities. Short and long-term focus will be on post-fire restoration. The Coordinator also assists with fundraising. The Coordinator reports to the Executive Director.

Responsibilities

Watershed Planning

- Coordinate the involvement of community members and local/regional natural resource partners in watershed planning, post-fire restoration, project prioritization, and project implementation
- Assist with development of watershed plans based on existing resources and community input
- Participate in partner meetings relating to watershed planning, post-fire recovery, monitoring, and restoration
- Represent AWG at regional and statewide watershed functions
- Supervise AmeriCorps members in program planning and project development

Stream Restoration

- Coordinate and plan for the logistical needs of ongoing restoration projects in riparian and mountain meadow settings, including restoration design, permitting, and environmental documentation
- Identify and coordinate restoration projects as needed throughout Alpine County with guidance from the Restoration & Monitoring Committee
- Manage the planning and implementation of volunteer restoration work days including Earth Day and Markleeville Creek Day
- Implement small-scale restoration projects such as native plantings, head cut repairs, erosion control, and weed management

Watershed Monitoring

- Develop an annual monitoring program implementation strategy with guidance from the Restoration & Monitoring Committee

- Perform water quality sampling and maintain equipment and lab supplies
- Input, analyze, and report on water quality monitoring data
- Implement quality assurance/control of monitoring data and maintain data organization/sharing

Volunteer Program

- Recruit, train, and support volunteers for involvement in monitoring and restoration work
- Oversee the planning and coordination of volunteer water quality sampling events

Outreach & Marketing

- Assist with planning and leading education activities and outreach events, including bimonthly watershed group meetings
- Develop publicity materials as needed, including monthly newsletter and event flyers
- Assist with the maintenance of web outreach tools (website, social media)

Fundraising & Administration

- Spearhead grant and proposal writing for projects within scope of responsibility
- Assist with various other fundraising activities such as donation requests and sponsorships
- Maintain active program records and develop grant reports
- Assist with meeting planning, document development, and office maintenance

Qualifications

- BS or MS in environmental science, natural resource management, or a related field
- 2+ years demonstrated experience in watershed project management and restoration desired
- Experience with watershed restoration, water quality monitoring, and data analysis
- Experience with fire recovery methods, fuels management, or related techniques a plus
- Demonstrated ability to facilitate meetings and manage groups
- Demonstrated ability to train, involve, and support volunteers
- Ability to both work independently and to work collaboratively as a team member
- Ability to manage multiple projects
- Proficient computer skills — word processing, database, and research; GIS desired
- Strong verbal and written communication skills

Requirements

- Valid driver's license and reliable transportation, including in the winter snow season
- Ability to conduct physically demanding field work at remote locations, lift 20-30 pounds, and sit at a desk for extended periods of time when necessary
- Proof of COVID-19 vaccination (or subject to weekly COVID-19 test)

Compensation, Benefits, and Schedule

This position is full-time. The candidate must be able to work occasional weeknights and weekends. The rate of pay is \$23-\$25/hour, depending on experience. Benefits include \$200/month toward health insurance premium, sick leave, vacation time, and 11 holidays.

Application

Email resume and cover letter to Kimra McAfee at awg.kimra@gmail.com by October 4. Application process may remain open until position has been filled.