Watershed Coordinator Position

Prairie Rivers of Iowa is a growing not-for-profit located in Ames, Iowa. We are opening a new position within the organization, a watershed coordinator who will be responsible for implementing a watershed management plan for the Squaw Creek Watershed. The coordinator will work closely with government agencies, non-profits, producers and individual citizens in the watershed community in a manner that is inclusive of all stakeholders.

**Major Duties**

- Oversee Water Quality Initiative Grant, and other grant partnerships as is pertinent to the Watershed Management Plan. Identify and secure producers who wish to add nutrient reduction strategies and practices to their farms, assist producers in applying for cost share, and keep track of cost share information. Track successes and challenges in meeting the goals and objectives within the watershed management plan.

- Coordinate Watershed Management Board activities. Provide technical support to the Board; assist in preparing meeting agenda and coordinating activities to implement project; provide leadership to develop strong working relationships among members, stakeholders, and other federal, state, and local governments. The Coordinator will also assist subcommittees as necessary.

- Write and submit relevant grants to continue the support for the watershed plan long term. Maintain financial records necessary to manage grants. Keep projects on time and on budget. Write quarterly and final reports.

- Provide leadership in community outreach efforts related to watershed planning. This includes keeping partners informed and developing and disseminating outreach materials to stakeholders at venues such as producer meetings, community events, field days, networking among agencies, organizations and individuals.

- Assist and oversee two water quality monitoring sites.

**Required Qualifications**

- MS degree in environmental sciences, water resources, planning, or a related natural resource management field (or BS plus three years experience)
- Ability to effectively coordinate and manage a complex multi-organizational project
- Training and/or experience in organizational development, communications, consensus building, facilitation, and leadership skills
- Experience in grant writing
Excellent writing, presentation, and public relations skills
• Working knowledge of watershed issues, non-point source pollution remediation strategies, and watershed management
• Ability to work independently, establishes work priorities, and manages time effectively.
• Proficiency in the use of MS Word and Excel, and ability to learn new computer applications.
• Understanding of geographic information systems (GIS) and their use in watershed planning
• Valid driver’s license and reliable personal transportation
• Ability to work effectively with individuals, groups, and units of government

Salary and Position Details

The Watershed Coordinator will report to Penny Brown Huber, Executive Director of Prairie Rivers of Iowa. This will be a full-time salaried position. Travel will be compensated at $.56/mile or by use of a leased vehicle. The position’s salary range is between $40,000 and $50,000 per year commensurate with experience. The position will (1) entail some weekend and evening work commitments, and (2) will be based on a yearly contract established from the starting date and ending one year or 365 days later. The position is currently funded for over three years and more funding will be sought to continue the position beyond that time.

Equal Employment Opportunity

Prairie Rivers of Iowa does not discriminate against any person on the grounds of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs in carrying duties associated with the position.

To Apply

Send a resume, letter of interest, and names and contact information for three references to Penny Brown Huber, Executive Director, Prairie Rivers of Iowa, 2402 South Duff Avenue, Ames, IA 50010 or by email at: pbrownhuber@prrcd.org. Anticipate interviews beginning the week of May 4, 2015. Position will be open until filled.