



#### Our Mission:

*"To educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural, and economic resources of the Rock River Basin"*

Rock River Coalition is a non-profit organization whose mission is to educate and provide opportunities for people of diverse interests to work together to improve the environmental, recreational, cultural, and economic resources of the Rock River Basin. Established over 25 years ago, the organization pursues its mission through citizen engagement. For more information please see: <https://rockrivercoalition.org/>.

### **POSITION: STREAM MONITORING & AIS (AQUATIC INVASIVE SPECIES) PREVENTION/OUTREACH PROGRAM COORDINATOR**

**Position Description:** Rock River Coalition seeks an enthusiastic, detail-oriented person to coordinate our volunteer stream monitors in the Rock River Basin and to implement an Aquatic Invasive Species (AIS) Prevention and Outreach Program in Dodge and Rock Counties. Our award-winning Stream Monitoring Program is well established in the Rock River Basin. Our AIS Program was new in 2021. Stream monitoring and AIS volunteers and lake group members come from all walks of life and all ages: families, professionals, businesses, individuals - all who want to make a positive impact on our local water resources. The stream sampling data is used by the RRC, agencies, and others to understand baseline stream health and stream water quality trends throughout the Rock River Basin. It takes a versatile, committed, personable and knowledgeable person to handle all the duties of this position. The appropriate candidate must possess excellent leadership, communication, writing, organizing, and science skills. The position requires fieldwork, moderate lifting of equipment and supplies, some travel within Wisconsin and work in the evenings and on weekends.

- **Salary:** \$24/hour. Rock River Coalition offers benefits that include a health stipend and paid time off. This is a position that is partially funded with grants.
- **Position Length:** This is expected to be a permanent 35-hour-per-week position but will depend on funding.
- **Anticipated start date:** September 2023
- **Location:** The Rock River Coalition's home office is in Jefferson, WI at 864 Collins Road. However, the person in this position could work primarily from home. Some office time will be necessary. Some meetings will happen in Madison or the Jefferson Office location. Field work will occur primarily in Dane, Dodge, and Rock Counties; for field work, mileage from the office or home, whichever is closer, will be reimbursed.

### **POSITION RESPONSIBILITIES**

Dodge and Rock County (occasional work in other counties) AIS Prevention and Outreach Program Coordination (30%)

- *Program Management*—In collaboration with local partners, determine annual AIS tasks and goals, and submit grant applications outlining those tasks.
- *Statewide AIS Partnership*—Engage in statewide network of AIS coordinators and staff, including semi-annual meetings, email listserv, and other training and networking forums.
- *AIS Monitoring* – Train and support volunteers monitoring for aquatic invasive species on lakes, rivers, and streams. Prioritize waterbodies for new monitoring efforts, and coordinate recruitment of new volunteers. Develop and lead one-time volunteer opportunities to engage community members in AIS monitoring. Lead staff AIS monitoring efforts at priority locations. Review AIS finds reported by volunteers or community members.
- *AIS Signage*—Coordinate monitoring and maintenance of WDNR AIS prevention signage.
- *Education & Outreach*—Develop outreach materials (e.g. newspaper and radio ads, social media content, newsletter articles, etc.) in alignment with statewide messaging recommendations. Provide AIS education at community events and meetings. Provide educational materials about AIS prevention to local bait shops and other user groups.
- *Purple Loosestrife Biocontrol*—Coordinate local partners and volunteers assisting with the rearing of beetles for purple loosestrife biocontrol. Determine priority locations for beetle releases, obtain all necessary permits and permissions, and coordinate beetle releases.
- *New Zealand Mudsnail Response*—Coordinate New Zealand mudsnail monitoring volunteers in Dane County. Coordinate boot brush station construction and installation. Coordinate the creation and distribution of outreach materials about New Zealand mudsnail prevention.
- *Clean Boats, Clean Waters*—Coordinate local participation in CBCW campaigns by training and directing seasonal staff or volunteer inspectors. As needed, work with partners to apply for CBCW grants to fund additional inspectors.
- *Reporting*—Complete all necessary AIS grant reports and ensure complete and accurate data reporting into SWIMS database.
- *Supervision*—As appropriate, supervise seasonal interns assisting with AIS and stream monitoring programs. Provide necessary training and direction and promote professional development opportunities.
- *AIS Grant Technical Assistance*—As needed, assist local groups in preparation of AIS grant applications, in partnership with Wisconsin Department of Natural Resources (WDNR) staff. Work with local groups to ensure that submitted applications are complete, realistic, and in line with statewide grant guidelines.
- *Rapid Response*—As needed, work with WDNR staff to identify, confirm, and coordinate rapid response to new AIS populations before they become established.
- Perform other duties as assigned.

#### Volunteer Stream Monitoring Program Management (15%)

- Maintain and expand the citizen stream monitoring program, working with the steering committee that includes local coordinators in Waukesha, Rock, Dodge and Jefferson counties as well as State WAV coordinators.
- Develop annual plan and budget in coordination with Executive Director.

Rock River Coalition ♦ 864 Collins Road ♦ Jefferson, WI 53549 ♦ (920) 541-6766  
 info@rockrivercoalition.org ♦ <http://www.rockrivercoalition.org>

The Rock River Coalition is a 501(c)(3) organization that provides equal opportunity in employment and programming.

- Develop and maintain partnerships to promote the volunteer program and integrate the program into other educational and outreach efforts.
- Work with DNR state and regional staff, county land and water conservation departments, and other partners to identify monitoring locations and program needs, and to solicit recommendations on program development.
- Develop financial support for RRC monitoring efforts through grant writing and fundraising.

#### Volunteer Stream Monitoring, Data and Equipment Management and Communications (50%)

- Work directly with community volunteer monitors in Dane, Dodge, Columbia, Washington, Jefferson, Rock and Walworth counties. Tasks include to recruit new monitors; organize, lead and promote basic and advanced training workshops, including annual volunteer gatherings; check monitoring locations for safety; on-site training of new monitors; and develop volunteer recognition/thank you program.
- Maintain accurate records of monitors, maintain liability waivers and share contact information with person overseeing RRC database and the state WAV coordinator.
- Work with WDNR partners to review and upload monitoring data.
- Assist volunteers in data entry challenges and conduct an annual review of data submitted by volunteers in collaboration with WDNR and county staff.
- Maintain RRC monitoring equipment inventory and manage equipment loaned to volunteers.
- Communicate regularly with monitors, coordinators, county land and water conservation departments, RRC Executive Director, state-level monitoring staff and DNR biologists.
- Make presentations to groups promoting the RRC and the monitoring program.
- Write RRC newsletter articles, Facebook posts, other social media posts and media releases and update the RRC monitoring section of the website.
- Take photos and organize them for use by RRC Board and in promotional materials.
- Perform other duties as assigned.

#### Reporting (5%)

- Report program and grant progress to Rock River Coalition Executive Director, maintain grant records, work with RRC Executive Director regarding all grant budget items and write final grant reports.
- Attend appropriate Rock River Coalition meetings including monthly staff meetings, annual membership meeting and at least 2 board meetings each year.

### MINIMUM QUALIFICATIONS

- Bachelor's degree in related field such as: Water Resources, Communications, Environmental Science, or closely related field(s).
- One to three years of relevant work experience.

### REQUIRED SKILLS, KNOWLEDGE, ABILITIES

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- Have a valid driver's license, reliable vehicle (mileage covered at federal rates), and cell phone.
- Strong interpersonal skills and a collaborative attitude.
- The ability to work with limited supervision and successfully within a team.

## DESIRED SKILLS, KNOWLEDGE, ABILITIES

The ideal candidate will have the following qualifications:

- Experience and knowledge of water quality data collection.
- Able to be organized and to work independently.
- Enthusiasm for and belief in the Rock River Coalition mission.
- Experience working with community groups and volunteers.
- Skilled in teaching in both indoor and outdoor settings.
- Ability to communicate program objectives to the general public and landowners, communicate effectively with diverse audiences orally and in writing, and interact effectively with co-workers, landowners, and the general public.
- Experience with Microsoft Word, PowerPoint, and Excel.
- Experience with strong technical skills such as database management and ESRI Map Software.
- Self-motivated with an attention to detail.
- Willingness to take on work outside the immediate position description.
- Experience and familiarity with aquatic invasive species identification and local land/water conservation issues preferred.

### ***Application Process***

To apply, please send the following to [becca@rockrivercoalition.org](mailto:becca@rockrivercoalition.org):

1. **Cover letter** outlining your interest in the position and relevant skills and experience.
2. **Resume** highlighting education and work experience.
3. **Three professional references** with contact information and relation to applicant. Note the references will only be contacted for the final pool of applicants. We will notify you beforehand.

**Review of applicants will start on September 5, 2023** and continue until the position is filled. Questions about this position can be directed to: Becca Dymzarov, RRC Executive Director, [becca@rockrivercoalition.org](mailto:becca@rockrivercoalition.org).

*The Rock River Coalition provides equal opportunity in programs and employment. The Rock River Coalition does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, national origin, ancestry, marital status, arrest record or non-program related conviction record.*