

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 County. Our award-winning Stream Monitoring Program is well established in the Rock River Basin. The AIS Program in Dodge County is new in 2021 and the selected candidate will be responsible for assisting with the development and implementation of a coordinated Dodge County strategy, relevant programs, and effective partnerships for preventing and controlling the spread of aquatic invasive species. Stream monitoring 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, lifting moderate to heavy equipment and supplies, some travel within Wisconsin and work in the evenings and on weekends.

- **Salary:** \$18-22/hour depending on experience. Rock River Coalition offers benefits that include a health stipend and paid time off. This is a position that is partially funded with grants. Current grant funding is available through 2021.
- **Position Length:** This is expected to be a permanent 35 hour per week position but will depend on funding.
- **Anticipated start date:** January 2021
- **Location:** The Rock River Coalition's home office is in Jefferson, WI at 864 Collins Road. However, it is anticipated that this position would work primarily from home during the Covid-19 pandemic and after at a TBD location in Jefferson, Madison or from a home office.

## **POSITION RESPONSIBILITIES**

### **Dodge County AIS Prevention and Outreach Program Coordination (20%)**

- *Coordinate a Dodge County Network of AIS partners*—Assist RRC Executive Director to create, expand and nurture an active network of stakeholders interested in AIS issues in Dodge County.

Creates connections and coordinates County activities within Dodge County and with other statewide AIS partners.

- *Clean Boats, Clean Waters*—Educate lake groups, municipalities, and other entities about the CBCW watercraft inspection program and the availability of the CBCW grant funds. Work with partners to apply for CBCW grants to fund additional inspectors.
- *Coordinate Citizen Lake Monitoring of aquatic invasive species*—Work with statewide CLMN coordinator to streamline delivery of training and materials. Maintain working list of lakes with active CLMN efforts and prioritizes lakes for new CLMN efforts.
- *AIS Grant Mentorship & Coordination*—Work with Wisconsin Department of Natural Resources (WDNR) Lake Coordinator and Grants Specialist, assisting local groups in preparation of AIS grant applications. As needed, serves as liaison between WDNR staff and local groups in project development, implementation, and management. Mentor local groups to ensure that submitted applications are complete, realistic, and in line with statewide grant investment goals.
- *Statewide AIS Coordinator Network*—Engage in statewide network of county AIS coordinators, including semi-annual meetings, email listserv, and other training and networking forums. Maintains communication with statewide AIS Education Specialist.
- *Reporting*—Complete all necessary AIS grant reports and share success stories and photos with statewide AIS contacts and ensure complete and accurate data reporting into SWIMS database.
- *Education & Outreach*—Develop additional tailored outreach materials and tools (e.g. signs, placemats, newspaper and radio ads, etc.) as needed. Works with statewide AIS Education Specialist when creating new materials to ensure consistency and efficiency.
- *Rapid Response*—Work with appropriate monitoring personnel and 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, and Jefferson counties as well as State WAV coordinators.
- Develop annual plan and budget in coordination with Executive Director.
- 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 (60%)

- Work directly with citizen volunteer monitors in Dane, Dodge, Columbia, Washington, Jefferson, Rock and Walworth counties. Tasks include recruit new monitors; organize, lead and promote basic and advanced training workshops (including annual conference); check monitoring locations for safety; on-site training of new monitors; develop volunteer recognition/thank you program and review volunteer-inputted data.

- 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 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 end of 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.

### 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, Excel and Wordpress.
- Have a valid driver's license, a reliable vehicle (mileage covered at federal rates), and cell phone.
- Event coordination skills.
- Experience with strong technical skills such as database management, ESRI Map Software, and web development.

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- Self-motivated with an attention to detail.
- Willingness to take on work outside the immediate position description.
- The ability to work with limited supervision and successfully within a team.
- Experience and familiarity with aquatic invasive species identification and local land/water conservation issues preferred.
- Strong interpersonal skills and a collaborative attitude.

### ***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 Jan. 5, 2021** 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.*