

## **Job Announcement** **Stream Monitoring Program Coordinator**

### ***About the Coalition***

The Rock River Coalition is a 501(c)(3) not-for-profit membership organization established in 1994 to educate and provide opportunities for people of diverse backgrounds to work together to protect and improve the environmental, recreational, cultural and economic resources in the Rock River Basin of Wisconsin. For more information please see: <http://www.rockrivercoalition.org>.

### ***Position Details***

The Coordinator organizes and runs the flagship program of the Rock River Coalition, its Volunteer Stream Monitoring Program. Stream monitors 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 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 position offers flexibility in location and hours, but does require a larger commitment during the late winter, spring and early summer to recruit, train, and support monitors, and to prepare monitoring equipment.

- **Salary:** \$17-20/hour depending on experience
- **Position Length:** This is expected to be a permanent part-time position.
- **Hours:** Hours per week are variable depending on time of year (typically more time is spent in the late Winter to early Summer). In 2019, hours will be an average of 20 hours/week for a total of 1,000 hours. Available hours for future years is dependent on the renewal of contracts.
- **Location:** Rock River Coalition office in Jefferson, Wisconsin at 864 Collins Road, with opportunity to work from a home office.
- **Anticipated start date:** January 2019

### ***Roles and Responsibilities***

#### **Program Management (20%)**

- Maintain and expand the citizen stream monitoring program, working with the steering committee that includes the Local Coordinators in Waukesha, Rock, and Jefferson counties as well as State WAV coordinators.
- Develop annual plan and budget in coordination with Board and steering committee.
- 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 such as involvement in Community Shares of Wisconsin's The Big Share.

#### **Volunteer, Data and Equipment Management (60%)**

- Work directly with citizen volunteer monitors in Dane, Dodge, Columbia, Washington and Walworth counties. Tasks include recruit new monitors; organize, lead and promote basic and

advanced training workshops (including biennial 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.
- Develop and implement a system to provide data reports and analysis of volunteer collected data. Avenues include data management and visualization software including MS Excel and Tableau.
- Maintain RRC monitoring equipment inventory and manage equipment loaned to volunteers.
- Work with RRC Administrative Assistant to order all necessary equipment and supplies.

### Reporting & Communications (20%)

- Communicate regularly with monitors, coordinators, county land and water conservation departments and, state-level monitoring staff and DNR biologists.
- Report program and grant progress to Rock River Coalition Board of Directors via written reports, maintain all grant records, work with RRC bookkeeper/accountant regarding all grant budget items and write end of grant reports.
- Attend appropriate Rock River Coalition meetings including Annual Membership meeting and at least 4 Board meetings each year.
- Make presentations to groups promoting the RRC and the monitoring program.
- Write RRC newsletter articles, Facebook posts and other social media posts and media releases; work with media to obtain special coverage; and update the RRC monitoring section of the website.
- Take photos and organize them for use by Board and in promotional materials.

### Minimum Qualifications

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

### Desired Skills and Background

The ideal candidate will have the following qualifications:

- Experience and knowledge of water quality data collection
- Experience with water resource issues
- Proven ability to develop and organize complicated programs
- Able to be organized and to work independently
- Enthusiasm for and belief in the Rock River Coalition mission and the mission of citizen

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- Experience working with community groups and volunteers
- Skilled in teaching in both indoor and outdoor settings
- Successful at soliciting financial support
- Able to present ideas effectively both in written and oral forms
- Strong interpersonal skills in a team setting and on an individual basis
- 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

### ***Application Process***

To apply, please send the following to [info@rockrivercoalition.org](mailto:info@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 application. We will notify you beforehand.

**Review of applicants will start on Dec. 10, 2018** and continue until the position is filled. Questions about this position can be directed to: Patricia Cicero, RRC Treasurer, 920-674-7121, [patricia@rockrivercoalition.org](mailto:patricia@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.