



Fountain Creek Watershed Flood Control and Greenway District Watershed Outreach Coordinator Position Description

Salary Range: \$35,000-\$45,000 Dependent on experience, plus mileage reimbursement

Position Classification: Employee position, full time (40 hours/week), exempt

Start Date: Early 2023

Application Deadline: Rolling – open until filled. Applications will be reviewed beginning December 30, 2022.

Application Process: Submit a letter of interest and resume detailing the candidate's qualifications for this position to fountainckdist@gmail.com

About the Fountain Creek Watershed District

The Fountain Creek Watershed Flood Control and Greenway District (the District) was established as a Special District, a subdivision of the State Government in 2009 to protect and enhance the health of the Fountain Creek Watershed, from Palmer Lake to Pueblo, Colorado. To date, the District has completed over \$31 million dollars in creek restoration work, has established Colorado's largest watershed-wide cleanup program, Colorado's only Brewshed Alliance, and serves as a collaborative partner across multiple jurisdictions with nonprofits, businesses, and other organizations. We are working to protect water – our most important and threatened natural resource - for our region, our downstream neighbors and for future generations.

Watershed Outreach Coordinator Position Overview

The Watershed Outreach Coordinator reports directly to the Executive Director (ED) and works closely with the District's Citizen Advisory Group, Board of Directors, and many community partners. The Outreach Coordinator is responsible for establishing, managing, and growing existing and new watershed related programs and products and serving as a representative of the District in local, state, and national forums. This is a flexible, remote position, and candidate must provide their own reliable transportation. Typical hours are M-F, 8-5 with significant variation depending on organizational and programmatic needs.

Watershed Outreach Coordinator Responsibilities

- Manage and grow all aspects of established District programs including Great American Cleanup, Creek Week Cleanup, Brewshed Alliance, Scoop the Poop events, Pollinator Party, Fishing Derby, and water-wise landscaping initiatives
- Work with the District's Board, TAC and CAG committees as well as external partners on increasing public participation and watershed related communications with diverse audiences
- Analyze existing communication methods; develop and execute District communications using multiple channels including online, print, radio, tv, etc.
- Supervise summer intern
- Manage and grow District volunteer programs
- Administrative duties including grant research and management, meeting support, strategic planning and other duties as assigned

Who We're Looking For

This is a fast-paced role with varied duties. If you can juggle multiple projects, enjoy working independently as well as on a hard-working team and can manage time effectively, this might be the job for you!

- Passionate, positive, energetic people-person
- Experience with Google tools, WordPress, social media, budgeting, event planning and execution
- A strong commitment to the District and its mission of protecting and enhancing watershed health
- Graduation from an accredited college or university with a bachelor's degree in a related field
- Practical knowledge of natural resource management and best practices in education/outreach. Specific background in local watershed issues a plus.
- Desire and ability to effectively communicate and cooperate with coworkers, volunteers, Board members

and partners

Compensation and Benefits

Employees are entitled to compensation commensurate with experience. The salary range for this position is \$35,000-\$45,000. There are 10 vacation days, plus government holidays, and 5 sick days to start. Work related mileage will be reimbursed. Opportunities for trainings and conferences are available for professional growth.

The Fountain Creek Watershed Flood Control and Greenway District is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply.