



JOB ANNOUNCEMENT

WATERSHED COORDINATOR

The Little Thompson Watershed Coalition announces a full-time, salaried opening for a Watershed Coordinator reporting to the president of the Board of Directors. The job is in Lyons, CO with \$60,000 annual salary plus \$6,000 annual payment in lieu of health benefits. The Coalition seeks a motivated, organized and self-starting leader with project management and communications skills to direct flood recovery and resiliency projects for a 501 (c)(3) nonprofit organization. The ideal candidate would be a positive problem solver who enjoys a challenge and copes well with change. Several stream and floodplain restoration projects have been designed or are in varying stages of design completion. The job primarily consists of procuring and managing consultants and contractors for restoration work while also ensuring compliance with several federal grant programs through implementation and close out. Funding for the position is secured through a State-managed Community Development Block Grant-Disaster Recovery (CDBG-DR) from the U.S. Dept. of Housing and Urban Development until June 2018.

The Coordinator works closely with its board of directors to facilitate board meetings, coordinate with government agencies, other watershed coalitions, landowners, homeowner associations, irrigators, farmers, ranchers and water districts, to implement projects, manage detailed compliance files, conduct community outreach, internal/external communications, and coordinate volunteers to further the Coalition's mission, including identifying and seeking funding sources and other resources. The Coordinator supervises an Assistant Watershed Coordinator. The Coalition's Master Plan guides projects and can be reviewed at:

<https://www.dropbox.com/s/xd5sd3ke09j23tj/LT%20Master%20Plan-141231.pdf?dl=0>

Primary Duties

- *Project management:* Organize, implement, manage and report on projects with an emphasis on federal and state procurement and grant compliance requirements, collaborating with State funding agencies (DOLA & CWCB) and project stakeholders. Comply with comprehensive and detailed procurement, invoice review and approval, payment, permitting, regulatory, and 501(c)(3) requirements. Work with landowners to secure approvals and authorization for project design/build. Serve as Project Manager for Coalition sponsored restoration projects; hire and oversee design and construction contractors.
- Manage a nonprofit organization funded through the same State agencies (DOLA and CWCB) with CDBG-DR funds, and other funds. Manage board and staff activities; administrative, operations and personnel activities and grant compliance (file management); grant writing and fundraising.
- Conduct community outreach and education to stakeholders.

Required Qualifications

- Degree in government or public admin, non-profit management, or relevant education/experience, with five years professional work experience or equivalent. Watershed and natural resource science experience a plus.



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- Excellent leadership and interpersonal relationship skills, organizational effectiveness, community outreach, consensus building. Excellent writing, presentation, facilitation and communication skills.
- Excellent skills in soliciting, procuring and managing federal and state grants, donations, in-kind services and equipment; experience in leveraging resources from individual, private, corporate, foundations and government sources. Ability to recruit, coordinate, manage and track volunteers.
- Experience writing requests for proposals and bids, contract award and project management from start to finish, particularly planning, and design/build in the watershed or natural resource field.
- Possess a strong work ethic with ability to work independently and professionally on a team for the Board of Directors. Ability to cohesively pull together funding, technical and advisory partners as resources.
- Advanced proficiency in MS Office with ability to learn Quickbooks, Wordpress and GIS.
- Valid driver's license, reliable, insured personal transportation. Physical ability to hike remote conditions and lift up to 50 pounds. Regular travel in-state, often in evenings, some weekends.

Estes Valley Land Trust provides payroll/human services for LTWC; both are Equal Opportunity Employers and no otherwise qualified individual shall be subject to discrimination on the basis of race, color, religion or religious affiliation, sex, familial status, age, genetics, disability, or national origin in any phase of employment for this position. Further, the work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 170u (Section 3) which states that employment and other economic opportunities generated by HUD assistance shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

To Apply:

In your cover letter, please demonstrate your ability to help us achieve our mission, which is:
To restore and maintain the resiliency, ecological integrity and agricultural heritage of the Little Thompson River watershed for future generations.

Be sure to highlight your experience and qualifications, as well as your aptitude for this position. Please email a PDF of your cover letter and resume to jobs@ltwrc.org. Include, as the subject of the email: Last Name – Coordinator Position. [Applications also can be mailed to: Little Thompson Watershed Coalition Board President, PO Box 1413, Lyons, CO 80540.] The cover letter should clearly demonstrate the applicant's qualifications and ability to fulfill the stated duties of the position. All applications must be received by March 16. No phone calls, please.