

# Program Coordinator - Watersheds United Vermont

## Description

Watersheds United Vermont is a new statewide alliance of watershed groups in Vermont. With start-up funding secured for three years, the coordinator will be responsible for implementing the vision of Watersheds United Vermont with input from watershed groups across the state and with guidance from an Advisory Group.

## Organizational Description

Vermont River Conservancy protects shorelands throughout Vermont for their recreational and ecological values. As the only statewide, watershed organization focused solely on the protection and stewardship of riparian areas, Vermont River Conservancy (VRC) aims to increase the capacity and geographic extent of watershed groups throughout VT to work with their local communities on improving water quality. VRC will provide organizational support and financial management for Watersheds United Vermont.

## Responsibilities

- Read founding documents to become familiar with background history
- Work closely with watershed groups, partners, Advisory Group and the Vermont River Conservancy to achieve goals and develop long-term organizational vision and identity for Watersheds United
- Host statewide communication forums, meetings, and trainings with watershed groups
- Meet prospective watershed group members and affiliated partners to understand their needs and roles
- Identify and execute strategies for increasing watershed group capacity and statewide impact
- Develop organizational structure, manage a budget, and develop and implement a long-term fundraising plan

## Working Conditions

Contractor will provide office space and basic equipment (computer, phone, vehicle). Travel throughout Vermont is required, and mileage will be reimbursed. Vermont River Conservancy office in Montpelier, VT will be available on a limited basis.

## Qualifications

A successful candidate will have working knowledge of water quality issues in Vermont and the governmental and non-governmental partners that work state-wide to address them. He or she will demonstrate their ability to work with diverse partners to build networks, increase collaboration, and incorporate input to achieve shared visions and goals. A successful candidate will be highly organized and have experience with event planning, web communication tools, meeting facilitation, and effective fundraising skills, including an ability to identify and solicit new donors. A passion for Vermont's waters is a critical requirement for this position. A bachelor's degree in environmental studies or related field is preferred, and direct experience with a watershed association or other related work is required.

## Contract Terms

Contractor will be expected to commit to one year, beginning January 2014. This position may be renewed and has the potential for growth over next several years. Highest priority will be given to applicants that are interested in long-term part-time work. Position is anticipated at approximately 20 hours/week, starting at \$20+/- depending on experience.

## To Apply

Contact [watershedsunited@gmail.com](mailto:watershedsunited@gmail.com) to request more information and background materials. Please send your cover letter and resume with your last name, first initial in the subject line to [watershedsunited@gmail.com](mailto:watershedsunited@gmail.com) before December 18<sup>th</sup>.