

## **Walloon Lake Trust and Conservancy (WLTC)**

### **Watershed Stewardship Coordinator**

**(Part-time seasonal with a potential for Full-time, year-round)**

**Position timeframe April 2019 - October 2019 with the potential of moving to full-time in 2020**

The Watershed Stewardship Coordinator (WSC) works in close collaboration with the Director of Conservation Programs, the Land Stewardship Committee, the Environmental Impact Committee, property-specific stewardship teams and WLA-WLTC partners. The WSC leads the coordination of watershed-wide stewardship activities and volunteer management. The WSC supports other components of the WLA-WLTC organization and related staff (e.g. outreach, communications, funding proposals, organizational development, client service and general administration) as required. The WSC will report to and be evaluated by the Director of Conservation Programs.

### **Leading, development and delivery of the Stewardship Program and Water Quality Program (50%), including:**

- Coordinating annual stewardship work plan delivery and reporting, such as species inventories, collaborative research programs, species at risk protection, invasive species management, special development projects on preserves and public use management activities (trail signage and maintenance, etc.).
- Identifying and overseeing stewardship volunteers on each preserve and conservation easement monitors for each easement to ensure that all properties are monitored, stewardship strategies and work plans are effectively delivered and that terms of Conservation Easements are being met.
- Providing support to the Stewardship, Land+Water Safety and Environmental Impact Committees by assisting with agenda development, attending meetings, recording minutes and updating members on program activities and organizational developments.
- Planning and participating in outreach and communication activities such as public educational events on properties, delivering presentations at public gatherings.
- Managing information sharing and attending gatherings for watershed-wide efforts including Little Traverse Bay Watershed Management Plan, Michigan Lakes and Streams Association and others as determined.
- Managing data collection, collaboration and volunteers for water quality monitoring program.
- Maintaining regular communications with property owners and neighbors of WLTC lands.
- Managing and maintenance of stewardship equipment and supplies.
- Preparing regular written reports on stewardship activities for posting on WLTC and WLA social media.
- Managing archives with assistance from the Office and Database Manager, ensuring complete and accurate files for completed conservation easements and preserves, invasive species treatments (land and water) and other watershed data.

**Coordinating Volunteer Activities (30%) including:**

- Collaborating with WLA-WLTC staff, Board and committee members to actively recruit organizational volunteers.
- Maintaining an active list of volunteers and their interests, who are available for activities.
- Communicating opportunities to volunteers and coordinating their involvement in projects through newsletters, social media, electronic communication and press releases.
- Providing training opportunities such as an orientation to WLA and WLTC, as well as specific training for project needs.
- Providing support to lake water quality monitoring volunteer teams including recruitment, training and reporting.
- Collaborating with partners to develop and execute innovative and interesting citizen science programs or opportunities (CISMA invasive species monitoring, stream monitoring, kestrel box monitoring, Eyes on the Forest, etc.).
- Ensuring that health and safety practices are paramount for all volunteer activities, including provision of safe equipment and training in its use, along with awareness of any other hazards that might be encountered (provision of appropriate manuals or guides and ensuring certification requirements are met for any hazardous activities such as use of pesticides or herbicides, mowers, chainsaws, etc.).
- Maintaining records of volunteer activities and any associated costs with assistance from Office and Database Manager.

**General Administration and Organizational Support (20%) including:**

- Developing and implementing an annual personal development plan.
- Providing support to other WLA-WLTC staff for special events as required.
- Participating in fundraising activities.
- Assisting other staff members in the development and production of external communications materials, including newsletters, press releases and fundraising materials.
- Utilizing best practices, maintaining and updating the organizational database with assistance as needed from Office and Database Manager.
- Creating board or committee reports as needed for programmatic updates.
- Collaborating with Director of Conservation Programs to make budget expenditure requests and manage special project budgets.

**Personal Competencies:**

- Knowledge of and demonstrated experience in conservation biology, ecology and/or restoration science.
- Knowledge or interest in Northern Michigan native flora, fauna and ecosystems.
- Knowledge of land protection tools such as conservation easements and deed restrictions a plus.
- Proficiency in MS Office, Google, and ArcGIS applications and knowledge of database

systems or CRMs

- Detail oriented, well organized and strong ability to manage many projects and tasks.
- Strong written and verbal communication skills.
- Desire for a collaborative work environment, while able to work independently.
- Comfortable talking to people individually or in a group setting and be an appropriate representative of the WLA-WLTC.
- Comfortable with and/or willing to be trained to use a chainsaw and other power tools.
- Flexibility in scheduling, including regular weekend work and some weekday evenings.
- Humor a plus, dog-lover a must!

**Education + Experience:**

- Bachelor of Science in natural sciences or related field or combination of education and relevant work experience.
- Demonstrated experience working with volunteers. Experience drafting and developing project plans and program development

