

Watershed Coordinator

Position Description

Hiring Statement

The Delaware Center for the Inland Bays invites applications for a full-time Watershed Coordinator. The Center is a private non-profit organization located at the Indian River Inlet in Delaware Seashore State Park near Rehoboth Beach, Delaware. The Center is a community-collaborative National Estuary Program that has successfully worked in partnership to protect and restore the Inland Bays since 1994. The work of the Center is guided by the Inland Bays Comprehensive Conservation and Management Plan (CCMP) which outlines the activities the Center will undertake over the next 10 years to achieve the Center's mission to preserve, protect, and restore Delaware's Inland Bays and their watershed.

Description of the Position

The Watershed Coordinator works under the supervision of the Director of Conservation and Watershed Planning and is responsible for supporting the activities of the Watershed Program. The Watershed Program is responsible for coordinating activities necessary for the large-scale implementation of the Inland Bays Comprehensive Conservation and Management Plan (CCMP) and the Inland Bays Pollution Control Strategy (PCS). This includes the development of operational project plans for CCMP and PCS objectives, tracking and reporting progress on plan implementation, researching and writing grant applications, and working with the Director of Conservation and Watershed Programs to ensure that the best available science and technology drives plan implementation. The Watershed Coordinator will lead and provide support for multiple projects in the urban and rural environment, including developing nutrient budgets, working with towns and municipalities on reducing pollution runoff, facilitating working groups, and reviewing permits, policies, and regulations to ensure they align with CCMP and PCS objectives. The Watershed Coordinator will also work with the CCMP Implementation Committee, a subcommittee of the Center's Board of Directors, that supports implementation of the CCMP. The Watershed Coordinator may also assist the Executive Director and other program staff with activities when necessary.

Principal Duties and Responsibilities

- Work independently and with others, while communicating and strategizing regularly with the Director of Conservation and Watershed Planning.
- Coordinate and communicate with CIB staff, grantors, project partners, local communities, regulatory agencies, and others to plan and implement CCMP and PCS projects.
- Collect data for tracking and reporting CCMP implementation.

- Lead on the ground activities of committees and workgroups, including scheduling meetings, documenting meeting minutes, and overseeing timelines and milestones.
- Develop and manage projects in the developed and rural environment which may include coordinating with partners, progress reporting, and invoice tracking.
- Utilize the Delaware Targeting and Planning Tool (DTAP) to assess progress toward meeting Total Maximum Daily Load regulations and to maximize the outcomes of implementation projects to reduce nutrient and sediment pollution.
- Research cost-efficient best management practices for water quality and habitat in both urban and rural environments and uses this information to prioritize plan implementation actions.
- Seek and manage grants related to planning and plan implementation including water quality practices in urban and rural environments.
- Research environmental policy initiatives that may be applicable to issues affecting the Inland Bays watershed.
- Review permits, ordinances, policies, and regulations to ensure they align with CCMP and PCS objectives.
- Prepare project outreach materials and presentations.
- Conduct program administrative tasks, including meeting scheduling and preparation, preparation of meeting notes, responding to constituent enquiries, and maintenance of program files.
- Monitor program budgets.
- Complete other tasks as assigned by the Director of Conservation and Watershed Programs.

Qualifications

- Bachelor's Degree in natural resource management, environmental issues, environmental planning, environmental science or a related field
- 3+ years of experience related to this position
- Understanding of environmental issues related to local waterways and estuaries.
- Knowledge of current practices, principles and technological developments of watershed management and water quality restoration
- Knowledge of urban and agricultural green infrastructure best management practices
- Strong communication skills, including written, interpersonal, and verbal
- Demonstrated organizational and problem-solving skills
- Demonstrated ability to balance multiple projects and priorities to complete high quality work on time
- Skill in administering tracking databases and creating effective reports
- Skill in operating watershed nutrient loading models
- Ability to conduct technical research and integrate results into project plans
- Ability to work well in a service oriented team environment
- Ability to establish and maintain professional networks to accomplish goals
- Proficient with Google Suite and Microsoft Office

- Familiarity with teleconferencing systems (e.g., Zoom)
- Working knowledge of GIS
- Experience working on environmental policy issues preferred
- Shared belief in the Center's mission and vision

Salary Range and Benefits

\$45,000-55,000/year, commensurate with qualifications and experience. The Center offers a competitive benefits package that includes generous paid vacation days and paid holidays, health insurance (medical, dental, vision), 401(k) with profit sharing, and more.

Physical Demands and Work Environment

Work is performed primarily in an office environment but occasional field work may be required. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 25 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Office Policy Manual.

To Apply

Email resume or CV with cover letter in a single PDF file to hire@inlandbays.org. Applications will be accepted until 4PM on June 17, 2022.

All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information and marital or familial status.