



POSITION TITLE: PLUM CREEK WATERSHED COORDINATOR

JOB SUMMARY

This position is responsible for the coordination and implementation of activities supporting the Plum Creek Watershed Protection Plan (Plan). The applicant should have knowledge and experience in watershed protection planning, water quality and/or watershed assessment. The Plum Creek Watershed Coordinator must be able to work from the office provided by the Plum Creek Watershed Partnership (Partnership) in Lockhart, Texas, centrally located within the Plum Creek Watershed (Watershed), in order to manage cost, facilitate communications and allow for prompt implementation of the Plan.

TYPICAL DUTIES (May include, but not limited to the following :)

1. Work with counties, cities, local boards and businesses within the Watershed to implement management practices identified in the Plan to improve water quality and develop funding mechanisms for putting them in place.
2. Work with state and federal agencies and organizations, as appropriate, to bring technical and financial resources to the Watershed.
3. Identify funding opportunities, develop and submit grant proposals to reduce or cover costs for the project (salary and operating).
4. Track and document implementation efforts to assess progress toward established goals in the Plan.
5. Evaluate water quality data to monitor progress and determine the need for new approaches to implement the Plan.
6. Coordinate and conduct water resources related environmental outreach education efforts across the Watershed, including organizing training programs, organizing and participating in local community clean-up events and partnering with local school districts.
7. Develop publications (e.g. newspaper articles, newsletters, factsheets), and website content to promote and communicate Watershed efforts.
8. Conduct regular stakeholder meetings, including Partnership Steering Committee and Work Groups, throughout the Watershed to gather and incorporate local input and encourage citizen participation.
9. Provide counties, cities and other partners within the Watershed with regular updates on progress implementing the Plan and seek input and recommendations on needed activities.
10. Execute the project tasks described in the Plan for the Texas State Soil and Water Conservation Board (TSSWCB) Clean Water Act Section 319(h) Nonpoint Source Program Grant 14-10, "*Coordinating Implementation of the Plum Creek Watershed Protection Plan*".

REQUIREMENTS OF THE POSITION

Education:

A Bachelor's Degree from an accredited university in natural resource management, biology, chemistry, environmental or agricultural sciences or a related field and two (2) or more years of relevant work experience is required.

Registrations and Licenses:

Valid Texas Driver's License

Special Requirements:

Individuals should have an outgoing, engaging and motivating personality; have strong public speaking, presentation and writing skills; be highly organized and have a professional demeanor. Applicants should be willing to travel frequently within the Watershed and occasionally within Texas; other travel throughout the US may occur. Typical work hours are Monday through Friday, 8:00 - 5:00, including some weekends.

The Guadalupe-Blanco River Authority (GBRA) provides overall guidance and administers the grant with TSSWCB; GBRA also tracks expectations and will monitor results of the Plum Creek Watershed Coordinator. The Watershed Coordinator will act as an independent contractor, therefore will not be covered under GBRA's employment benefits, tax implications or liability clauses. Caldwell County provides the Plum Creek Watershed Coordinator with office space and a vehicle to travel within the defined watershed and business meetings. Vehicle use is restricted to business related travel.

This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board under the provisions of Section 319(h) of the federal Clean Water Act. Funding is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of federal grant funds.

Send Cover Letter, Resume & References to:

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