



Watershed Stewards Academy Program Coordinator

This challenging and fast-paced position works closely with the WSA Executive Director and staff to execute the Watershed Stewards Academy programs in Anne Arundel County, Maryland. The Watershed Stewards Academy is an independent 501 c 3 organization, with partnership with Anne Arundel County Public Schools (AACPS). As such, all staff are employed through AACPS, but budget funding for those positions is raised completely through the Watershed Stewards Academy Board. More about WSA may be found at aawsa.org.

The following are some examples of projects or programs with which the Program Coordinator (PC) may work.

Master Watershed Steward Certification Course: The Certification Course consists of 70 hours of hands on training from October to March each year, focusing on the skills and resources necessary to lead communities to reduce stormwater pollution using RainScaping techniques and behavior change. The PC will assist in coordinating speakers and executing the course, in collaboration with other WSA staff. Parts of the certification course are facilitated through an online platform. The PC will oversee the online learning and evaluation of the course, in addition to planning in-person classroom and field sessions, developing and refining course materials, and mentoring Stewards during capstone project period. The PC will also work to identify and engage new Master Watershed Stewards and communities.

Program Evaluation: WSA is constantly evaluating metrics to improve its programs. The PC will summarize the activities of certified Stewards and measure WSA's impact on citizen action for clean water. Duties include the collection and analysis of data, collection of photos of Steward outreach and restoration projects and evaluation of Stewards' mastery of course learning objectives.

Clean Water Communities: The Clean Water Communities program assists certified Stewards to engage their communities in widespread restoration and behavior change. The PC will instruct the "Community Steward" program, a compressed version of the Master Watershed Steward Certification Course and mentor communities through behavior change campaigns.

Riverwise Congregations: This program supports faith congregations to make the link between religious practice, beliefs and environmental stewardship through training, projects and support. The PC will engage existing RiverWise Congregations and reach out to bring in new congregations.

Behavior Change Programs to Reduce Pollution: WSA uses Community Based Social Marketing to provide tools and methods to help Stewards change polluting behaviors in their communities. Behaviors may include leaf collection, pet waste disposal and lawn care. The PC will curate and maintain a library of social marketing materials and assist Certified Stewards with behavior change campaigns.

Certified Steward Support and Partnership Building: The PC will extend WSA's reach into the community through partners and robust relationships with certified Master Watershed Stewards. In collaboration with other WSA staff, an important role of the Program Coordinator is to connect Certified Stewards with existing programs and connect their action goals with resources to increase the impact of Stewards through the County.

Technology: In addition to restoration work, the Program Coordinator will contribute to the team by using technical systems related to WSA operations including, but not limited to: Web-based learning platforms such as Basecamp, web management (Squarespace), database management (eTapestry), and be willing to learn new technologies as required.

Event facilitation: Program Assistant will be involved in the hosting of education or networking events, and may also play major role in the organization of the WSA annual conference.

Skills: (see job description for a complete list)

- Technical proficiency and knowledge of stewardship practices and topics such as RainScaping (rain gardens, rain barrels and conservation landscapes) and behavior change such as pet waste pick up, waste management, energy reduction, etc.
- Ability to form strong and mutually beneficial relationships with Stewards and partners.
- Project management and high attention to detail.
- Excellent verbal and written communication skills, including public speaking and teaching.

Salary and Benefits: Starting salary is \$40,000-55,000 with a full medical and retirement benefit package. Ancillary benefits include generous annual leave, paid holidays and sick leave. More information on benefits may be found at:

- <https://www.aacps.org/Page/1811>
- <https://www.aacps.org/site/handlers/filedownload.ashx?moduleinstanceid=10093&dataid=18059&FileName=U5%20Professional%20Support%2012month%202018.pdf>

Work Schedule: The work schedule is flexible to include 40 hours per week. Evening and some weekend work is required, but schedule flexibility is possible for regular daytime hours.

Work Location: The Program Coordinator works primarily at the WSA offices located at Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, MD 21108). The Program Coordinator is an employee of Anne Arundel County Public Schools, but will be funded through the WSA non-profit Board of Directors. This position includes significant office preparation and follow up to support “in the field” restoration and program activities. The Program Coordinator must have the ability to travel to and from sites using his/her own vehicle and navigate steep and uneven terrain. Mileage re-imbusement is included.

Applicants must apply online, no later than May 8, 2018.

<https://aacps.tedk12.com/hire/ViewJob.aspx?JobID=3097>

Qualified applicants may contact Suzanne Etgen at 443 871 0700 or setgen@aacps.org with questions.