

POSITION DESCRIPTION

Watershed Assistant

Hiring Statement

The Delaware Center for the Inland Bays invites applications for a part-time watershed assistant. 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 Center is funded by a wide array of public and private grants and donations, each with their own rules and restrictions, which support a variety of research, education, and water quality restoration projects.

Position Type – Part Time

This part-time position will average 20 hours per week with a typical weekly work schedule of four, seven-hour working days. Occasional (up to four times per year) evening and weekend work may be required. They are not subject to Center for the Inland Bays (CIB) leave, holiday and sick pay as per CIB policies. Participation in benefit plans is not offered. Compensation \$17/hour. Term is for one year with the possibility of extension.

Qualifications

A Bachelor's Degree in natural resource management, environmental issues, environmental planning, environmental science or a related field and a minimum of one-years' experience in a related field. Master's degree in a related field preferred. Understanding of environmental issues related to local waterways and estuaries. Ability to work independently on multiple projects with minimal supervision as well as part of a team. Quick learner, well-organized, possess strong attention to detail, and have excellent time management skills. Knowledge of urban and agricultural green infrastructure best management practices. Proven track record of successful grant solicitation and management. Experience working on environmental policy issues preferred. Knowledge of watershed nutrient loading modeling preferred.

General Description of the Position

The Watershed Assistant (WA) works under the supervision of the Watershed Coordinator and collaborates closely with other CIB staff. He/she is responsible for assisting with 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). He/she will provide support for the development of operational project plans for CCMP and PCS objectives and will assist with their revision as necessary. Duties include data collection for tracking and reporting progress, providing administrative support across multiple projects and

programs including scheduling and assisting with committee and workgroup meetings, synthesizing nutrient loading data to ensure that best available science and technology drives plan implementation, managing projects in urban and rural environments, and grant research and writing.

Principal Duties and Responsibilities

- Work independently and with others, while communicating and strategizing regularly with the Watershed Coordinator.
- 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.
- Assist with committees and workgroups as assigned, including scheduling meetings, documenting meeting minutes, and conducting necessary followup as assigned by the Watershed Coordinator.
- Manage or assist in the management of planning projects in the developed and rural environment which may include coordinating with partners, progress reporting, and invoice tracking.
- Manages or assists in the management of a watershed nutrient loading model for the Inland Bays to assess progress toward meeting Total Maximum Daily Load regulations.
- Assist with researching 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.
- 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.
- Complete other tasks as assigned by the Watershed Coordinator.

Knowledge, Skills, and Abilities

- Knowledge of current practices, principles and technological developments of watershed management and water quality restoration.
- Strong writing and communication skills.
- Strong organizational ability. Demonstrates attention to details.
- Skill in administering tracking databases and creating effective reports.
- Skill in operating or managing the operation of watershed nutrient loading models.
- Ability to conduct technical research and integrate results into project plans.

- Proven ability to balance multiple projects and priorities to complete high quality work on time.
- Proven ability to work well in a service oriented team environment with understanding of roles and responsibilities of team members.
- Ability to establish and maintain professional networks to accomplish goals.
- Software proficiency desired: Google Drive Suite and basic Microsoft Office.
- Working knowledge of GIS.

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. The position is subject to the Center's Office Policy Manual.

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.

To Apply

Please send cover letter, resume and 3 references in a single PDF document to mschmidt@inlandbays.org