



Restoration Coordinator

WSA's long term vision is to support and engage every community in Anne Arundel County. We are committed to broadening our base through authentic community engagement, leadership training and watershed protection guided by local residents, especially in underrepresented communities and neighborhoods.

The WSA Restoration Coordinator leads the innovative restoration programs of the Anne Arundel County Watershed Stewards Academy laid out in our [Strategic Plan](#). WSA trains community leaders (Watershed Stewards, Tree Troopers and others) to help neighbors reduce pollution in our local creeks and rivers. Since 2009, WSA has trained over 300 Watershed Stewards, who, together with their communities and WSA staff, have installed nearly 4,000 projects from rain barrels to stream restorations, planted 140,000 native plants and trees and engaged 180,000 neighbors in environmental action.

The **WSA Restoration Coordinator** is a key organizational leader with responsibilities for managing restoration programs, staff and contractors, developing and deepening strategic partnerships with local government and restoration professionals, and mentoring community leaders to develop effective and well-maintained restoration projects. The Restoration Coordinator reports directly to the WSA Executive Director, works collaboratively with the WSA Staff and manages at least one full time position.

Candidates should have a commitment to supporting the volunteer goals of a diverse range of constituents and a strong desire to help forward [WSA's mission to advance the principles of diversity, equity, inclusion, and justice \(DEIJ\) in our watershed.](#)

WSA is an independent non-profit organization, however, WSA staff are employed through Anne Arundel County Public Schools. More information about WSA may be found on our [website](#) and in this [summary document](#). The Restoration Coordinator will work primarily in the WSA office located at the Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, MD).

Below are some examples of the projects and responsibilities for the Restoration Coordinator.

- **Manage Restoration Programs and Staff - Restoration Programs:** [Replant Anne Arundel/Annapolis](#), [RePollinate Anne Arundel](#), [Stormwater Success](#);
- **Restoration Aspects of WSA Programs:** [Clean Water Communities](#), [RiverWise Congregations](#), [Watershed Steward Certification Course](#)

The Restoration Coordinator is responsible for setting annual work plan goals for each of the programs, in accordance with the WSA Strategic Plan, financial management including managing budgets, managing contracts, working with funders (including grant writing and reporting), and procuring supplies and services related to restoration programs and managing restoration staff. The Restoration Coordinator will work with the other organizational leaders to develop timelines, promote and celebrate restoration programs and nest restoration programs into key local and regional efforts.

Watershed Steward Certification Course: The Certification Course consists of approximately 70 hours of field and virtual training, focusing on the skills and resources necessary to lead communities to reduce stormwater pollution using RainScaping techniques and behavior change. In partnership with the WSA Program Coordinator, the Restoration Coordinator assists in all planning and executing the restoration field and classroom sessions including site assessment, project design, permitting and project maintenance and evaluates Steward learning through several assignments and assessments.

The Restoration Coordinator mentors Stewards on the RainScaping track through their capstone project, including site visits, evaluation of project plans (including permitting, design, maintenance plans), reviewing grant proposals and assisting with project installation (sourcing plants and materials, assisting with volunteer planting). The Restoration Coordinator will attend all course sessions, many of which occur on evenings, with occasional weekends. A description and course schedule may be found: <http://aawsa.org/become-a-steward/>

Mentoring Stewards in Restoration Planning and Execution: The Restoration Coordinator mentors Steward Candidates and certified Stewards in the planning and execution of residential-scale restoration projects such as rain gardens, rain barrels, conservation landscapes and tree buffers, and leads teams to consult on and manage various aspects of larger projects. The Restoration Coordinator must have experience in site assessment, design, installation and/or maintenance of residential scale watershed restoration projects including rain gardens, tree buffers, conservation landscapes and rain barrels. The Restoration Coordinator is often called to assess difficult stormwater sites. While not an engineer, the Restoration

Coordinator must be able to read a landscape, identify potential stormwater solutions and connect sites to restoration professionals as appropriate. They should possess concrete knowledge regarding native plant species that are utilized in restoration practices and be able to identify both native and non-native species at project sites. The Restoration Coordinator also serves as a mentor for the restoration-related Steward Action Groups including the Monitoring Group, Maintenance Group and Residential Site Assessment Groups.

Restoration Project Management: The Restoration Coordinator may serve as the project manager for community scale restoration projects led by WSA. The Restoration Coordinator must be able to work positively with many partners, both professional and volunteer, and ensure that the project stays on schedule, on budget and within scope.

Strategic metric and data management. The Restoration Coordinator is responsible for tracking and evaluating the restoration related progress indicators of the WSA Strategic Plan and creates reports for County, Board and funders related to those progress indicators. The Restoration Coordinator manages the database of WSA projects and coordinates triennial monitoring of all projects in coordination with Steward volunteers and maintains an interactive map of WSA projects. The Restoration Coordinator contributes to reports for County, Board and funders related to those progress indicators.

Restoration Project Management: The Restoration Coordinator may serve as the project manager for community-scale restoration projects. The Restoration Coordinator must be able to work positively with many partners, both professional and volunteer, and ensure that the project stays on schedule, on budget and within scope.

Partnership Building: The Restoration Coordinator builds and deepens partnerships with local government agencies, restoration professionals and community leaders to connect and advance community restoration in Anne Arundel County and the City of Annapolis. The Restoration Coordinator serves as a liaison with the Consortium of Support Professionals, a cohort of over 80 professionals in Anne Arundel County who serve as technical support for Stewards and works to increase communication with and engagement of the Consortium with Steward projects.

Technology: In addition to restoration work, the Restoration Coordinator will contribute to the team by managing audio visual, web content and various other technology related tasks as needed. The Restoration Coordinator will be familiar with web management (Squarespace), database management (eTapestry), mapping reporting applications such as GIS and Field Docs, project design using AutoCAD and/or Adobe Suite and be willing to learn new technologies as required.

Event Facilitation: Restoration Coordinator leads and facilitates education or networking events and plays a major role in the WSA annual conference.

Qualifications

- High School Diploma and two years of post-secondary education required. Bachelor's Degree from an accredited college or university preferred.
- Minimum two (2) years of experience working in the environmental restoration field or an equivalent combination of education and experience deemed sufficient to prepare the applicant to successfully perform the duties of the position.

Skills

- Demonstrated experience in design, installation and maintenance of residential scale watershed restoration projects including rain gardens, tree buffers, conservation landscapes and rain barrels.
- Extensive knowledge of plants native to the Chesapeake Bay region including both herbaceous and woody species, primarily key species that are utilized in restoration projects.
- Experience working with nurseries and other environmental industry professionals.
- Experience with developing and managing contracts and budgets for restoration services.
- Knowledge of the regulatory and programmatic drivers of watershed restoration in Maryland.
- Experience providing training to adult audiences.
- Ability to exercise considerable patience, courtesy, tact, and judgment in working with students, teachers, administrators, fellow employees, parents, volunteers, and the general public.
- Demonstrated ability to effectively work and communicate with diverse populations. Demonstrated ability to lead initiatives and programs grounded in equity.
- Demonstrated proficiency with office software (e.g. Microsoft Office Suite - Word, Excel, Outlook, Publisher). GIS and AutoCAD preferred. Ability to learn new software programs as necessary.
- Ability to work collaboratively to develop publications geared toward specific goals and audiences.
- Ability to navigate varied terrain including steep wooded trails and unpaved paths.

Salary and Benefits

Salary range may be found [here](#). This position is Unit V, Grade A, with starting salary based on a candidate's years of experience as determined by Anne Arundel County Public Schools. Ideal candidates will likely fall between \$55,000-75,000/year salary with a benefits package valued at approximately \$25,000/year. Benefits include generous annual leave, paid holidays, and sick leave, along with excellent health and retirement packages. More information on benefits may be found [here](#).

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. This position is exempt from overtime pay.

Work Location

The Restoration Coordinator works primarily at the WSA offices located at Arlington Echo Outdoor Education Center (975 Indian Landing Road, Millersville, MD 21108). The Coordinator is an employee of Anne Arundel County Public Schools but is funded through the WSA non-profit Board of Directors.

The Coordinator must have the ability to travel to and from sites using their own vehicle and navigate steep and uneven terrain. Mileage reimbursement is included. A background check and fingerprinting is required prior to employment.

Application and Timeline

Application Deadline: April 18, 2022. [Applications must be submitted here.](#)

*Please note that the title of the job description posted in the AACPS portal is titled *Program Assistant: Watershed Stewards Academy (WSA) – Restoration*. This position description was created to provide a more thorough description of the position and organization.

Highly qualified candidates should also send a duplicate resume directly to Suzanne Etgen, WSA Executive Director, setgen@aacps.org. Please note, sending a resume via email will not replace the official AACPS application. Questions may be directed to Suzanne Etgen at 443-871-0700 or setgen@aacps.org

