

Partners for Clean Streams, Inc.

Job Announcement



Position Title: Program Coordinator
Status: Part time, hourly employee
Supervisor: Executive Director
Closing Date: February 28th, 2021
Location: Perrysburg, OH

Partners for Clean Streams, Inc. (PCS) is seeking a dynamic leader to serve as a part-time Program Coordinator to implement diverse water-related stewardship and engagement programs. PCS is committed to improving the waterways of Northwest Ohio for the benefit of all who live, work, and play in our area.

Partners for Clean Streams, Inc. (PCS) is a 501(c)3 non-profit community organization with an interest in supporting local and regional water quality improvements in the metro-Toledo area. Partners for Clean Streams is striving for abundant open space and a high quality natural environment; adequate floodwater storage capacities and flourishing wildlife; stakeholders who take local ownership in their resources; and rivers, streams, and lakes that are clean, clear and safe.

Additional information about the organization and its programs can be found at www.PartnersForCleanStreams.org.

The Position:

The Program Coordinator (PC) is responsible for assisting the Executive Director with PCS's efforts to engage stakeholders in protecting water quality through stewardship, education, and outreach programs.

Responsibilities include the following:

- building partnerships to support joint stewardship
- overall project coordination and planning
- organizing planning meetings
- volunteer management
- preparing and organizing supplies
- building educational presentations around watershed stewardship
- leading and planning in-person programs
- tracking impact and results of programs
- working closely with the Communications Specialist for virtual content

The PC will directly plan and coordinate large, regional stream cleanup programs, storm drain marking and awareness programs, and fishing line recycling. In addition, the PC may assist in other activities to support our program implementation, education and outreach, growing the non-profit and our programs, and supporting our mission. The PC must have proven ability to work self-directed and as a team member, The PC will be an integral member of a small, but dedicated team at PCS and responsible for motivating volunteers and committee members, managing detailed projects and schedules, creating and implementing strong and safe volunteer opportunities, and communicating effectively with a broad range of audiences.

The position will require some evening and/or weekend work, as well as some outdoor work in all seasons/weather. Some planning and preparation work may be performed remotely and/or in the office while stewardship activities and leading programs will be primarily in person.

The Qualifications:

The Program Coordinator must have:

- integrity
- high energy
- displayed leadership skills
- excellent communication skills
- strong organization skills
- networking capabilities
- ability to work both teams and independently
- basic knowledge of environmental issues
- a valid driver's license

The preferred educational qualifications include graduation from a recognized college or university with a Bachelor's Degree related to environmental science, natural resources, science education, outdoor education with strong, demonstrated written and oral communications skills. Experience with leading volunteer programs, working with landowners and/or other agency partners, speaking with the public and other audiences, and/or fundraising experience is desirable. Significant relevant experience and/or a combination of some college and relevant experience would be considered in lieu of a Bachelor's degree; however, candidates currently enrolled in college should be able to demonstrate the ability and interest in working the desired number of hours during our peak times (May – October) and an interest in growing with the position over the longer term. This is not a short-term or limited hour internship. Proficiency in MS Office software and shared documents programs (i.e. Google documents, Dropbox, Box, etc) is required.

Wage and benefits:

This part-time position is an average of 24 hours per week depending on PCS activities and deadlines with the expectation that those hours may vary between 20-28 hours a week. The hours and workload may grow as more funding is secured in the future. The hours may vary slightly from week to week but can be relatively consistent and generally scheduled ahead of time. The wage range is \$16 - \$17 an hour, depending upon qualifications and experience. At this time, medical, dental and vision insurance will not be provided or offered; however Paid Time Off is accrued and major Holidays are paid.

Work hours vary generally between 7am-6pm Monday through Friday, with occasional nights and/or weekends. Selected candidate should be available to start work as soon as possible, preferably by April. While virtual work is possible, with a computer provided, this position will also require in person and in office work, with COVID precautions such as mask wearing, social distancing, hand washing and hand sanitizing. Due to the nature of executing in person stewardship opportunities, there will be the need to be located in the greater Toledo area with the ability to travel to the office in Perrysburg frequently.

To Apply by February 28, midnight or until filled.

Please send cover letter, resume, references, and other supporting materials to:

Executive.Director@PartnersForCleanStreams.org by LinkedIn profiles are not sufficient.

Phone Number: 419.874.0727

Partners for Clean Streams is an Equal Opportunity, At Will Employer.

For mailed copies, use:

Partners for Clean Streams, Inc.

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