

## Partners for Clean Streams, Inc.

### *Job Announcement*



**Position Title:** Program Coordinator  
**Status:** Part time, hourly employee  
**Supervisor:** Executive Director  
**Closing Date:** February 28th, 2025  
**Location:** Perrysburg, OH

---

Partners for Clean Streams, Inc. (PCS) is seeking a dynamic leader to serve as a part-time Program Coordinator for the diverse water-related stewardship & engagement programs for this environmental nonprofit organization. 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](http://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.

The PC will be leading successful partnership building, effective planning, and project coordination. This includes organizing meetings, understanding and leading our current programs and collaborations, coordinating partnerships with other organizations that help build stewardship, and overseeing volunteer stewardship programs with diverse groups of youth and adults. The PC will directly plan and lead our in-person stream cleanup programs, and effectively coordinate large, regional stream cleanup programs and other volunteer projects, such as storm drain marking, water quality monitoring 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 will coordinate with the Communications Specialist on engagement and stewardship activities to work together to grow both our programs and our brand.

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 in Perrysburg while stewardship activities and leading programs will be primarily in person in the greater Toledo area. A valid Ohio Driver's License with reliable transportation is required.

#### **The Qualifications:**

The Program Coordinator (PC) must have integrity, high energy, and confidence in leading volunteers for PCS. The PC should possess strong leadership qualities, excellent communication and organization skills, strong networking and collaboration skills, and basic knowledge of environmental issues. While the candidate's strongest skills should be in leading volunteers and working professionally with broad and diverse partnerships, the selected candidate should also have knowledge on a broad range of water quality, ecological, and Great Lakes environmental issues.

The PC must have proven ability to work self- directed and as a team member, 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 PC will be an integral member of a small, but dedicated team at PCS.

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 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 (April – 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 20-32 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 is approximately \$17 an hour, depending upon qualifications and experience. At this time, medical, dental and vision insurance will not be provided or offered; however, a Health Care Savings Account is provided and funded by PCS, up to an annual cap. Approvable health care costs are reimbursed, up to the cap. Paid Time Off is accrued and 10 Holidays are paid.

Work hours vary but are typically between 7am-6pm Monday through Friday, with some nights and/or weekends. Selected candidate should be available to start work as soon as possible, preferably by March. While some virtual work is possible, with a computer provided, this position will require in-person office work and in the field work. 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:**

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

Send via e-mail to: [Executive.Director@PartnersForCleanStreams.org](mailto:Executive.Director@PartnersForCleanStreams.org)

Electronic copies are preferred. Linked In profiles are not sufficient.

For mailed copies, use:

Partners for Clean Streams, Inc.

PO Box 203

Perrysburg, OH 43552

Phone Number: 419.874.0727

**Closing Date:** February 28th, midnight or until filled.

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