



Senior Watersheds Coordinator

JOB DESCRIPTION

July 2016

GENERAL FUNCTIONS

Under the supervision of the Outreach Programs Director, the **Senior Watersheds Coordinator** will coordinate, manage, and grow PDE's involvement sub-watershed collaborations, including the Schuylkill Action Network (SAN) and clusters of the Delaware River Watershed Initiative (DRWI). These are collaborations of partners sharing information, expertise, and technology to advance a shared vision of clean water and a healthy environment for specific geographies within the Delaware Estuary region. The Senior Watersheds Coordinator will play a leadership role in strategic planning and development of these and other potential sub-watershed collaborations, by working directly with partners in these areas, and by providing guidance and oversight to staff, including two direct reports.

SKILLS & EXPERIENCE

- Five or more years of experience working in a related field such as biology, ecology, or natural resource management, including at least some experience with watershed and collaboration management
- Bachelor or higher degree from an accredited college or university with environmental science or planning emphasis, or related field; advanced degree may be substituted for up to 2 years of experience
- Demonstrated understanding of the concepts of watershed management and familiarity with the environmental and socio-political landscape of the Delaware Estuary, its watersheds, issues and the organizations and agencies working within it
- Strong organizational skills including good administration, planning, scheduling, fiscal management, and conference/meeting planning skills
- Strong written and interpersonal communications skills, including meeting facilitation skills, public speaking, and a demonstrated ability to work and communicate with a broad spectrum of constituencies using a variety of media
- Computer knowledge including word, excel, access, social media and website management skills;
- Leadership and supervisory skills including a demonstrated ability to manage staff and/or partners to build and coordinate effective work teams
- Project management skills, including budget tracking and reporting for diverse projects at the same time, and drafting and managing subcontracts to partners
- Ability to travel throughout the Delaware Estuary region while maintaining communication with staff reports and project partners
- Ability to research grant opportunities, prepare grant proposals and assist with other fundraising strategies that involve communicating PDE's work, mission, and vision to funders

JOB FUNCTIONS

SAN Management and Leadership (35% of effort)

- Provide staff support, management, and facilitation of SAN Planning Committee and Steering Committee meetings.
- Provide guidance and oversight to the Senior SAN Specialist for managing the day-to-day operations and communications of the SAN.
- Work with the Senior SAN Specialist to coordinate activity/communication across SAN workgroups through attendance of workgroup meetings and/or communication with workgroup leads, and implementation of the SAN annual workshop.
- Update the SAN Strategic Plan every 3-5 years and track progress toward implementation.
- Assist workgroup leads with the development and implementation of SAN collaborative projects, including coordination, oversight, and/or vendor management as required.
- Work with PDE Development staff to fulfill tracking and reporting requirements for grants received to support SAN projects and activities and secure funds to support collaborative SAN projects.
- Assist in cultivating corporate and/or other support for expanding the Schuylkill River Restoration Fund

DRWI Cluster Leadership and Management (35% of effort)

- Provide leadership of the Schuylkill Highlands Cluster in PA, utilizing the SAN Watershed Land Protection Collaborative as a vehicle for regular meetings/communications between cluster partners.
- Participate as a partner in the Middle Schuylkill Cluster in PA, working with the cluster lead and partners to utilize the SAN Agriculture Work Group as a vehicle for regular meetings/communications.
- Implement water quality improvement programs and projects to achieve PDE's milestones and deliverables for the Schuylkill Highlands and Middle Schuylkill Clusters in PA, working with Cluster partners and the Senior SAN Specialist as needed.
- Work with the Watershed Planning Specialist to continue providing leadership for coordinating and advancing monitoring and partnering on water quality improvement outreach and projects to achieve PDE's milestones and deliverables for the Kirkwood-Cohansey Cluster in NJ.
- Lead PDE's participation in planning efforts for the DRWI clusters, working closely with the Senior SAN Specialist, Watershed Planning Specialist, and other PDE staff as needed.
- Work with PDE Development staff to fulfill tracking and reporting requirements for grants received to support cluster projects and activities and secure funds to support collaborative projects.

Advancement of Other Watershed Collaborations (30% of effort)

- Supervise and mentor the Watershed Planning Specialist to maximize the impact of PDE's participation in other sub-watershed collaborations in New Jersey, including the South Jersey Bayshore Coalition, Camden Collaborative Initiative, and community planning and outreach projects.
- Work with the Outreach Programs Director to supervise and mentor the Senior Watershed Outreach Specialist to maximize the impact of PDE's participation in sub-watershed

collaborations in Delaware including the Christina Basin Clean Water Partners / Task Force, Christina River Cleanup Committee, and collaborative outreach projects.

- Work with the Executive Director to explore opportunities for new whole-watershed and upper watershed collaboration and partnerships through the DRWI and CCMP revision process.
- Work with the Outreach Programs Director, Executive Director, Development staff, and other PDE staff to develop a vision and implement strategies for advancing collaboration within and across sub-watersheds to improve water quality, including strategies to cultivate funding support.
- Respond to requests and opportunities for PDE engagement in new watershed collaborations as time and resources allow.
- Provide guidance to other PDE personnel assigned to assist with watershed collaboration efforts and activities.
- Work with PDE staff on organization-wide initiatives and other miscellaneous projects and events as needed, and as time and resources allow.
- Other duties as assigned.

Starting Salary: \$45,000 - \$50,000

EFFECT ON END RESULTS

As a result of the effective work of the **Senior Watersheds Coordinator** the SAN, DRWI, clusters and other sub-watershed collaborations within the Delaware Estuary will continue to grow, develop, and support collaborative programs and projects for water quality improvement and community resilience.