



Watershed Planning Specialist

JOB DESCRIPTION

July 2016

GENERAL FUNCTIONS

Under the guidance and supervision of the Senior Watersheds Coordinator, the Watershed Planning Specialist will support the education, outreach, watershed collaboration activities of the organization, with a focus on southern New Jersey. This Specialist will help to plan, coordinate, implement, and manage creative programs and projects that engage partners and/or the public in improving water quality and community resilience in and around the Delaware Estuary. Transportation and the ability to travel extensively throughout the region, and particularly in New Jersey, are required.

SKILLS & EXPERIENCE

1. Bachelor or higher degree from an accredited college or university in environmental science, planning, or related field; experience and/or coursework in planning, climate change adaptation, and/or environmental justice a plus.
2. 1-3 years of experience working in a related job; experience working on watershed management and/or projects or involving collaboration between multiple organizations a plus.
3. Computer knowledge particularly in Microsoft Suite; Geographic Information Systems, web design and/or social media skills/experience a plus.
4. Strong organizational and coordination skills, including the ability to work with diverse public and private constituents a plus.
5. Ability to work effectively in coordination with other staff, volunteers; experience organizing meetings/conferences a plus.
6. Excellent written/verbal communication skills; technical writing (reports or publications) and public speaking experience a plus.
7. Ability to assist with on-the-ground public programs, events and field projects when asked, sometimes requiring flexible work schedules.
8. Valid United States driver's license and the ability to travel throughout the region, and particularly in New Jersey.

JOB FUNCTION

The Watershed Planning Specialist will report to the Senior Watershed Coordinator and will:

1. Work with senior PDE staff to participate in and advance sub-watershed collaborations for improving water quality and community resilience in the Delaware Estuary with a focus on New Jersey. Examples include the South Jersey Bayshore Coalition, the Delaware River Watershed Initiative, and the Camden Urban Waters Working Group.
2. Work with senior PDE staff to plan and implement programs for target audiences to improve water quality and community resilience in the Delaware Estuary, with a focus on New Jersey, working in collaboration with community, state, and ngo partners as needed. Examples include community outreach for living shoreline and shellfish restoration projects, and outreach to target audiences for reducing non-point source pollution and water conservation.
3. Serve as a point of contact and resource to PDE staff, partners, local communities, and decision-makers seeking information on and assistance with efforts related to climate change, community resilience, using green/natural infrastructure solutions, and PDE's work in New Jersey, including:
 - Responding to inquiries
 - Making presentations
 - Providing support materials
 - Participating in meetings/workgroups.
4. Assist with PDE organizational events, meetings, and conferences as needed.
5. Other duties as assigned.

Starting Salary: \$32,000 - \$34,000

EFFECT ON END RESULTS

The results of the Watershed Planning Specialist efforts will be to advance the development and implementation of innovative outreach and collaboration programs to engage key audiences in protection and enhancement of the Delaware Estuary.