



## Watershed Program Associate

Clean Lakes Alliance seeks a **Watershed Program Associate** to join its passionate and dedicated team. Clean Lakes Alliance is a 501(c)3 nonprofit devoted to improving the water quality of area lakes, streams, and wetlands in the Yahara River Watershed. Working closely with government agencies, waterway user groups, local businesses, farmers and riparian owners, our organization serves as a positive voice in promoting our cherished lakes and a fundraising arm for project execution. We envision a future in which everyone views our lakes as the center of the community. To learn more about our work and values, please visit: [cleanlakesalliance.org](http://cleanlakesalliance.org).

### Position Description

This is a full-time (1.0 FTE), benefits-eligible position that reports directly to the Watershed Engagement Manager. Primary duties relate to the day-to-day planning and implementation of watershed engagement programs, including educational initiatives, volunteer-participation opportunities, and citizen actions. This position also assists with efforts to advance community projects related to phosphorus and stormwater reduction, including urban green infrastructure.

### Job Duties

- **Yahara Lakes Water Quality Monitoring**: Citizen lake monitors perform near-shore condition evaluations and report findings through LakeForecast.org. Responsibilities include cultivating and maintaining partnerships and volunteer relationships, supporting the development of annual budgets, training volunteer monitors, evaluating and summarizing collected data, tracking and reporting outcomes, and generally ensuring successful program implementation.
- **Renew the Blue Volunteer Days**: These volunteer-action opportunities are hosted to involve local businesses and organizations looking for hands-on teambuilding experiences benefiting the lakes. Cleanup and restoration events are held weekly from late April through fall of each year at various project sites within the Yahara Watershed, and with groups ranging in size from 8 to nearly 200 participants. Responsibilities include cultivating and maintaining partnerships and volunteer relationships, supporting the development of annual budgets, coordinating all day-of activities, tracking and reporting outcomes, hosting occasional pre- or post-event Lunch 'N Learns, and generally ensuring successful program implementation.
- **Yahara Lakes 101**: This monthly science café series increases public awareness of the latest research and understandings related to our lakes and surrounding watershed. Responsibilities include event planning, working with the hosting venue, helping with promotion, finding and recruiting dynamic speakers, communicating with presenters, and coordinating all day-of activities, such as setup and registration.
- **Educational Booths, Tours, and Community Talks**: Includes an annual farm tour to showcase agricultural best management practices, conference and event outreach, and providing as-needed support for a summer Lake Explorer Camp. Responsibilities include helping to identify farm-education themes and tour sites, performing booth and event planning, engaging with audiences of diverse ages and backgrounds, and tracking and reporting outcomes.
- **Urban Engagement**: Support technical-evaluation, advocacy and promotional work as it relates to area “green infrastructure” projects, public beach improvements, and clean-streets initiatives.
- **Grant Writing & Administration**: Help write and administer grants, and assist with the research of funding opportunities to support the above-described efforts.

- In consultation with the Watershed Engagement Manager, help communicate work priorities and coordinate the supporting efforts of part-time interns and the Watershed Engagement Specialist.
- Assist with other activities as needed to raise awareness, increase volunteerism, empower individual action, and help advocate for projects and policies that benefit our lakes.
- Participate in occasional weekend and evening meetings and events.

### **Minimum Qualifications**

- Undergraduate degree (graduate preferred) in limnology, watershed or stormwater engineering, water resources management, biological conservation, aquatic ecology, communications, or other applicable discipline or professional work experience that relates to the role and responsibilities of the position.
- Minimum two years of relevant professional experience working with and coordinating volunteer groups, building and maintaining partnerships, and engaging with diverse individuals to achieve desired deliverables.
- Strong knowledge of the biological, chemical, ecological, and physical dynamics of rivers, streams, wetlands and lakes. Experience applying those concepts through planning, design, implementation, education and/or evaluation work.
- Strong written and verbal communication skills, with experience presenting to diverse groups of varying sizes.
- Highly organized and adaptable, with an ability to juggle the demands of multiple programs and deadlines.
- A flexible, resourceful, and detail-oriented person who can excel in a fast-paced setting.
- Proficient in the use of spreadsheets and PowerPoint. Experience in database management and/or Geographic Information Systems (GIS) software is desirable.

### **Work Environment and Hours**

- 40 hours per week with occasional evening and weekend work that generally corresponds with Clean Lakes Alliance-sponsored events. Must be able to work outdoors independently rain or shine.
- Most work is performed in a small, open office environment, with occasional off-site work during the coordination of fundraising and community-outreach events. Volunteer Days are held outdoors and access to a vehicle is required.
- Job location: Verex Plaza, 150 East Gilman Street, Suite 2600, Madison, Wisconsin 53703. On bus line and short walk or bike ride from the UW-Madison campus.

### **Salary and Benefits**

Starting salary range of \$38,000-42,000 depending on experience. Excellent benefits, including 12 paid holidays, 15 vacation days (starting), employer-paid life/disability insurance, paid family-leave policy, employer contribution of 3% of eligible employee salary to 401(k) retirement, Madison Metro bus pass, and special summer hours (Memorial Day to Labor Day) with half-day Fridays.

### **To Apply**

Please email a **letter of interest, resume, and three professional references** with contact information to Issis Macias at [issis@cleanlakesalliance.org](mailto:issis@cleanlakesalliance.org) by **5:00 p.m. CST on Monday, January 14, 2019**. Include "Watershed Program Associate Application" in the subject header. References will only be contacted for the final applicant pool, and you will be notified beforehand.

***Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.***