



Friends of the Rio de Flag Position:

Part-time, 2-year approx. 20
hours/week

Position Title:	Watershed Group Coordinator
Position Level:	Part-Time Temporary (2 year), approx. 20 hours/week
Position Contact:	Chelsea Silva, Executive Director (deflagrio@gmail.com)
Location:	Flagstaff, Arizona
Start Date:	~ March 1 st , 2019
Website:	www.friendsoftheriodeflag.org

POSITION DESCRIPTION:

The Friends of the Rio de Flag is hiring a Watershed Group Coordinator (“Coordinator”) who will: 1) lead in the development of a Watershed Group composed of a diversity of community stakeholders, and; 2) write a watershed restoration plan for the Rio de Flag river. In addition, the Coordinator will conduct public outreach and education throughout the watershed planning process to ensure that the watershed restoration plan (“the Plan”) captures the local community’s vision for watershed restoration. The Coordinator will work closely with a facilitation team and other partners to organize and carry out stakeholder interviews, watershed group development, and public meetings. Insights from these interviews and meetings will be used by the Coordinator to write a watershed restoration plan for the Rio de Flag. The Coordinator will augment the plan with reference to relevant reports and planning documents. Watershed planning efforts already underway between the City of Flagstaff, Coconino County, and the Friends of the Rio de Flag will act as a platform for launching watershed planning with a broader diversity of stakeholders. This is a part-time position funded by a Bureau of Reclamation WaterSMART Cooperative Watershed Management Grant (Phase I). The successful candidate will be evaluated by the Friends of the Rio Board of Directors after 12 months to ensure that the watershed planning project goals are being completed in a timely and effective manner. This position has the potential to extend beyond 2021 depending on the availability of funding.

ORGANIZATION DESCRIPTION:

The Friends of the Rio is a small, nonprofit organization that works to protect, restore, clean up, and improve the Rio de Flag stream and its tributaries in order to maximize their beauty, educational, recreational, and natural resource values, including the riparian habitats they provide. We partner with local schools to engage youth in outdoor, place-based curriculum focused on environmental stewardship and citizen science. In addition, we offer: public meetings and field trips with a watershed education focus; activities at community events such as Earth Day and Colorado River Days, and; community cleanup and weed pulling events. We provide an open, flexible environment for self-motivated individuals and opportunities to gain valuable experience.

The Friends of the Rio de Flag is committed to community-driven watershed planning for the Rio de Flag that engages key stakeholders and local residents in identifying the social and ecological benefits and issues associated with the Rio de Flag stream. Community engagement and education builds a common understanding of our watershed and will help Flagstaff and Coconino County plan for the future of the river. Focus on watershed planning is a critical step in Flagstaff, Arizona where a diversity of stakeholders share the social, economic, and environmental benefits (as well as drawbacks) that an ephemeral river provides for the community.

WORK ENVIRONMENT:

This position is primarily expected to occur as a work from home position although office space is available at Natural Channel Designs, Inc. Stakeholder interviews, watershed group meetings, and public meetings will be held at local facilities and in neighborhood spaces along the Rio de Flag that the Coordinator will reserve as needed.

THE TEAM:

The Coordinator will work closely with a dedicated Board of Directors and the Executive Director for the organization. In addition, the Coordinator will be expected to work in close coordination with watershed group members, the public, and a facilitation team who will help coordinate watershed group and public meetings.

PRIMARY FUNCTION/PURPOSE:

Extensive outreach and partnership building are critical to watershed planning for the Rio de Flag. The Coordinator will work to engage a diversity of stakeholders that represent: local, state, and federal governments; local tribes; nonprofit organizations; business and industry; the education sector, including universities; recreation groups; vulnerable population advocacy groups, among others. Further, the Coordinator will organize public meetings to engage local residents in watershed planning. The Coordinator will be part of a core team of individuals from the Friends of the Rio Board, the City of Flagstaff, and Coconino County who will meet regularly to plan watershed group agendas and public engagement strategies. The data collected from stakeholder and public input combined with research will be used by the Coordinator to write a watershed restoration plan. The Coordinator will request input on the draft restoration plan from watershed group members, including the Friends of the Rio Board of Directors, and the public.

MAJOR RESPONSIBILITIES AND DUTIES:

- Provide coordination between project partners, key stakeholders, and the public
- Lead the development of a watershed group through stakeholder interviews, meetings, and development of a memorandum of understanding
- Plan and facilitate watershed group meetings and public meetings in coordination with facilitation specialists
- Research relevant reports and planning documents for inclusion or reference in the watershed restoration plan
- Develop a watershed restoration plan
- Promote watershed planning events (including public meetings) through door-to-door canvassing, social media and website management, listserv emailing, and newspaper and blog post publications

OTHER RESPONSIBILITIES:

- Lead outreach through public meetings, tabling, and online communications
- Research funding opportunities and write grant proposals to fund projects under the watershed restoration plan beyond 2021

COMPENSATION:

Part-Time, Temporary –\$30/hour at approximately 20hrs/week with semi-flexible schedule

QUALIFICATIONS:

Required:

- BA, BS or equivalent experience in Nonprofit Management, Watershed Management, Environmental Sciences, or related field
- Self-motivated, organized, and able to work independently
- Excellent time management skills
- Public engagement experience (public meetings, interviews, surveys, etc.)
- Excellent written and verbal communication skills
- Facilitation training or experience
- Knowledge of Microsoft Office
- Flexible schedule (availability Mon-Fri 8am-5pm but some evening and weekend work will be required)

Preferred:

- Familiarity with the Friends of the Rio de Flag
- Familiarity with the Rio de Flag watershed
- Experience working with GIS
- Access to own transportation

Other Preferred Qualifications:

- Grant writing experience
- Nonprofit management
- Teaching experience
- Experience with Constant Contact and WordPress

TO APPLY:

Please send a resume, cover letter, writing sample, and two references to Chelsea Silva at deflagrio@gmail.com. Please state: **Watershed Group Coordinator** in the subject line. Application deadline January 31st, 2019. Interviews will take place during February 2019. Position start date: ~ March 1st, 2019

Qualified individuals with disabilities and those from diverse backgrounds are encouraged to apply. We provide reasonable accommodations for qualified individuals upon request.