

# INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN

## JOB DESCRIPTION

### JOB TITLE: Watershed Coordinator

**Employee:**

**UNIT:** Communications

#### **Position Description:**

The **Watershed Coordinator** leads ICPRB efforts to encourage water quality and related improvements through increased public involvement and stewardship. The incumbent provides support for improved coordination and involvement of local governments and community-based watershed organizations throughout the Potomac River Basin to facilitate better understanding and enhanced support of basin issues, ICPRB projects, and restoration initiatives.

**Major Duties/Responsibilities:** The **Watershed Coordinator** will work to both establish and support self-sustaining watershed groups, including assistance with incorporation, providing background data on watershed condition, and other organizational tasks. Other efforts include promotion and strengthening community-based watershed management in the sub-basins and watersheds of the Potomac River basin, and increasing coordination of efforts between ICPRB and member jurisdictions, local governments, and various citizen groups.

The incumbent will execute the functions of the position with direct supervision by the Communications Manager along with guidance from other ICPRB employees. The Communications Manager and the Watershed Coordinator will mutually:

- Set work priorities and program direction through an annual work plan that is flexible and changeable,
- Determine and select participation with organized groups and organizing local watershed groups and individuals to support efforts with watershed-wide impacts, and
- Plan for and implement the development of local and regional outreach efforts to local governments, citizens groups, watershed associations, and school groups to expand and enhance community based efforts aimed at water quality improvements.

The Watershed Coordinator, in executing the annual work plan and outreach efforts, will:

1. Support and coordinate with individuals or groups to form and develop watershed associations into effective organizations; identify projects that the organizations may pursue that lead to improved watershed conditions; provide information and assistance on grant opportunities and applications; serve as a liaison between community groups and local governments and other programs; and initiate/maintain effective working relationships with local groups such as watershed associations, government, and private resource groups.
2. Develop grant proposals for projects related to the position and manage grants that are awarded. May coordinate with other groups on joint project applications, project proposals,

project/grant execution, and final reports. This effort may also require close coordination with state and federal agencies and may include supervision of contractors and others performing work with and/or for ICPRB.

3. Engage watershed stakeholders and participate in watershed based projects for which ICPRB has a project or funding interest and to monitor projects that have received ICPRB assistance.
4. Manage a variety of outreach efforts and projects such as planning and leading Potomac River Ramble canoe trips.
5. Create opportunities and establish effective mechanisms for coordination among various watershed organizations throughout the basin, such as meetings and workshops, so that exchange of data and information takes place that will lead to improved communication and action in the basin
6. Produce watershed educational materials and products and other public service materials related to the watershed coordinator role.
7. Maintain a database of watershed organizations throughout the basin for coordination purposes and establish effective methods of disseminating this information in order to promote increased coordination among groups throughout the basin.
8. Assist with other Communications Unit functions and projects as needed, including article writing/editing for print and the web, meeting planning and logistics, and communications support for ICPRB projects.

### **Essential Functions:**

1. Ability to use verbal and written communications skills (English) for a variety of audiences to deliver ICPRB messages, to translate ideas and plans into reality with respect to program implementation, and to respond to various information requests via telephone, mail, and email.
2. Ability to understand scientific and technical principles of water quality and water resources issues and communicate and coordinate between ICPRB scientific and technical staff and local governments, watershed groups and citizens.
3. Ability to use a variety of knowledge and resources to develop or support development of grant and project applications for ICPRB and for supported and participating organizations and local governments.
4. Ability to manage projects being conducted by others and to have a solid understanding of funding (grant and contract) matters to ensure that the technical and developmental aspects of assigned projects operate within budget constraints and grant/contract requirements.
5. Ability to initiate/maintain effective working relationships with government and watershed

resources groups to understand the operations and functions of various citizen groups, citizen monitoring programs and data management needs and convey that information to other ICPRB technical staff.

6. Ability to independently travel throughout basin states using own transportation; occasional overnight travel.

7. Ability to operate personal computers, and knowledge of basic software, particularly Corel Office applications. Knowledge of website creation/maintenance a plus.

8. Ability to write and edit reports, brochures, newsletters, and other publications.

**Supervision and Guidance Received:**

Receives detailed program guidance and direction from the Communications Manager. As experience is gained and as the efforts proceed will begin to operate independently for significant portions of work elements and functions. The execution of position responsibilities requires the incumbent to exercise independent, professional expertise and judgement, with detailed day to day, or project by project guidance from the Communications Manager or other supervisory personnel who may be assigned for projects.

Completed projects and conceptual work plans and project ideas are reviewed for effectiveness in accomplishment of ICPRB goals and objectives established by the Compact, Commission policies, and annual program plan and budget of the Commission and the ICPRB strategic plan.

This position may have supervisory functions principally in relation to seasonal activities such as the Potomac River Ramble canoe trips where the coordinator must develop and assign staff roles, and assist with supervision while in the field. Incumbent may exercise significant project management roles for contracts and grant sub-recipients.

**Desirable Education, Experience and Skills:**

B.A. or B.S. in environmental policy, environmental science, social sciences, engineering, journalism, or related degree plus experience in public speaking, writing, research, coordination and working with people. Experience in water and other environmental programs, and in grant acquisition/fundraising highly desirable.

Experience and expertise that will allow incumbent to successfully communicate/work with a diverse range of people, from citizen environmental groups to state agency personnel, and design/initiate program enhancements or new projects based on those relationships is an essential element for new candidates.

No phone calls, please. Resume and cover letter should be sent to ICPRB, HR (Watershed Coordinator), 51 Monroe Street, Suite PE-8, Rockville, MD, 20850, or email to [bpark@icprb.org](mailto:bpark@icprb.org). Closing date: March 15, 2010.

For more information, visit the ICPRB website, [www.potomacriver.org](http://www.potomacriver.org).