

Friends of the St. Joe River Outreach Coordinator

POSITION DESCRIPTION

1. Title of Position

Friends of the St. Joe River Outreach Coordinator (coordinator)

2. Contract Status & Duration

The coordinator will be treated as an independent contractor. The contract will be funded through March, 2010 with the potential for renewing following a review of the position and accomplishments.

3. Hours & Rate of Pay

Compensation of the contract will be based on a half-time position averaging 20 hours per week. The coordinator will earn approximately \$280 per week depending on qualifications and experience.

4. Duties of the Position:

The coordinator will primarily be responsible for creating and distributing a quarterly newsletter and maintaining the Friends of the St. Joe River (FotSJR) website.

Other duties will include:

Administrative

- Monthly work/progress report
- Develop and update work plan to accomplish tasks

Information Management

- Collect information about environmental activities and efforts related to the implementation of the St. Joseph River Watershed Management Plan (WMP)
- Distribute information about relevant environmental activities, projects and other efforts related to the WMP implementation utilizing the newsletter and our website

Membership Services

- Manage online database of members and assist with membership renewal activities
- Assist Board in developing membership goals and strategies for accomplishing them
- Assist Board or Committee in organizing 2-3 educational events per year for members and the general public
- Attend a designated number of meetings of other groups in the watershed to raise awareness of the FotSJR and solicit memberships

Fundraising

- Seek new grant opportunities and organize a grant writing team with the Board of Directors and other interested shareholders
- Assist Board in developing fund raising strategy and planning fundraising events
- Collect and distribute information about grant opportunities for watershed partners

Friends of the St. Joe River Outreach Coordinator

General

- As time permits the coordinator should be involved in the projects of watershed partners
- As time and funding allows the coordinator will be encouraged to enroll in watershed related training opportunities

5. Location

The Friends of the St. Joe River, Inc. is a bi-state watershed organization representing all or part of 15 counties in Indiana and Michigan. Opportunities exist with one or more partner organizations in the watershed for office space. There could also be an opportunity to work from home. The ideal location for the coordinator will be determined on a case-by-case basis.

6. Position Requirements

- Excellent communication skills
- Writing and composition skills necessary to create a newsletter
- Experience with web page editing and website development
- Working knowledge of watershed processes, hydrology, biology, and geology
- Experience in environmental science, natural resources or public affairs preferred

The coordinator will report to the President of the Board of Directors. A background check may be required before hiring. Final candidates will be expected to submit a writing sample. References (3) should be submitted with resume and cover letter to Rudy Kappe (see contact information below).

7. Contact Information

Friends of the St. Joe River
c/o Rudy Kappe
4312 Hills Haven Rd
Buchanan, MI 49107

OR

RudyKappe@gmail.com