



## **WATERSHED OUTREACH MANAGER JOB ROLE & RESPONSIBILITIES**

The Green Lake Association is pleased to announce an opening for the position of Watershed Outreach Manager.

### **ABOUT THE GREEN LAKE ASSOCIATION**

The Green Lake Association (GLA) is a nonprofit organization founded in 1951. We work closely with our partners to implement conservation practices, outreach and education programs, and lake research — all aimed at implementing a strategy based in scientific inquiry to protect Green Lake, located in Green Lake County, Wisconsin. Our program uses a voluntary, community-driven approach to protect, improve, and ultimately restore Green Lake's water quality.

The GLA is the most robust lake association in Wisconsin, with a small but dedicated team of professional staff working on behalf of its mission to protect Green Lake. We have built a strong team and a supportive work environment. Our office is in a restored historic building that is now a community center and a short walk from the lake itself.

### **ABOUT THE POSITION**

The Watershed Outreach Manager is the leader in developing volunteer and educational opportunities that create active and engaged water quality ambassadors in the watershed. This individual will manage all aspects of the volunteer and citizen science program, educational and outreach strategies, events, and advocacy.

### **QUALIFICATIONS**

The minimum qualifications for the Watershed Outreach Manager are:

- Bachelor's degree in related fields, which may include Environmental Studies, Biology, Resource Management, Chemistry, Ecological, Social Science, or closely related field(s).
- Excellent communication and writing skills, with the proven ability to express thoughts concisely and clearly.
- Excellent consensus-building skills, with the proven ability to engage partners, cultivate volunteers, and facilitate meetings, both in-person and virtually.
- A track-record establishing meaningful relationships with new and diverse people, through community outreach, education, organization, and/or advocacy.

- Strong presentation skills with a natural comfort being in front of groups, especially when translating complex topics to new or lay audiences.
- Building or growing a volunteer program with a strategic direction.
- Strong background in science and resource management.
- Demonstrated ability to deliver high-quality, resulted-oriented work products.
- Capability to successfully manage multiple projects simultaneously.
- Ability to work independently and as part of a small team.

The preferred qualifications for the Watershed Outreach Manager are:

- Experience at a non-profit, science-based organization and/or a background in science and resource management.
- A minimum of five years of relevant experience is preferred, of which at least three years must be in a professional capacity.

In evaluating candidates for this position, the GLA may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of the position, as stated in Roles and Responsibilities.

## **ROLES & RESPONSIBILITIES**

The following responsibilities are normal for this position, though these are not exclusive or all-inclusive and will change according to the project portfolio and organizational needs. Additional duties may be required.

### **AIS Project Management (35%)**

The Watershed Outreach Manager will manage several projects related to aquatic invasive species (including a Clean Boats Clean Waters Program) and water sampling. This will involve working with partner organizations and managing interns for various projects.

### **Event Coordination (35%)**

The Watershed Outreach Manager will coordinate logistics for all events intended to events intended to engage the community, including the Annual Meeting, Annual Gala, and Conservation Field Day. This involves developing strategies to reach event goals, working with multiple vendors/planning partners, and growing the event audiences, scope, and impact.

### **Volunteer Management & Educational Outreach (20%)**

The Watershed Outreach Manager will create and manage a volunteer and outreach strategy. This individual will cultivate Green Lake stewards through volunteer management, facilitate presentations or other educational programs, manage Citizen Scientists, and grow the new volunteer and education opportunities.

### **Advocacy (10%)**

The Watershed Outreach Manager will help grow the broad political will of governmental officials to drive solutions for Green Lake. This will include implementing strategies to engage and inform policy makers, serving as the point person for the Government Relations Working Group, and acting as the liaison between the Board and staff.

Additional duties to the above may be required as assigned.

### **BENEFITS & OFFICE ENVIRONMENT**

This is a full-time opportunity in the \$40,000 to \$55,000 range, with compensation commensurate with experience. The GLA's retirement program offers a 100% match up to 3% salary contributions and cash in lieu of medical insurance totaling \$3,600 annually. Position includes paid holidays (8 days), paid vacation (15 days), and a paid five-day office closure near the year's end.

This position will report to the Executive Director. This position requires occasional attendance of weekend and/or evening events, with advance notice.

### **APPLICATION PROCESS**

This position was posted on April 29, 2022 and will remain open until filled. To apply, send the following materials to Stephanie Prellwitz, Executive Director, at [stephanie@greenlakeassociation.org](mailto:stephanie@greenlakeassociation.org):

1. A cover letter that describes why you are interested in and qualified for the position.
2. A resume that summarizes relevant education and experience.

Applications will be acknowledged and reviewed when submitted. Interviews with the most qualified candidates will be scheduled on a mutually convenient date. Three professional references will be requested of top candidates.