



Job Title:	Program Development Coordinator
Position Type:	Full-time, some nights are necessary
Reports to:	Stephanie McNamara, VLAWMO Administrator
Date posted:	August 9, 2018
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External posting URL:	http://www.vlawmo.org/news/vlawmo-hiring/

Cover letter should highlight relevant skills and experience and indicate desired compensation.

Cover letters and Resumes accepted by:

<p>FAX OR E-MAIL: Fax: (651) 204-6173 Direct: (651) 204-6073 Stephanie.o.mcnamara@vlawmo.org</p>	<p>MAIL: Stephanie McNamara, Administrator VLAWMO 800 County Road E East; Vadnais Heights, MN 55127</p>
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Job Description

ROLE AND RESPONSIBILITIES

The Program Development Coordinator (PDC) will be responsible for planning, developing, managing and supporting program and projects within the watershed. This position requires a thorough knowledge of how water management organizations operate within their state and local context. The PDC will be responsible for coordinating some projects or provide project support to others. Leadership in grant research, application and management for projects or program support will be integral to this role as lead or supporting other staff. Participation in staff, Board, Technical Commission and committee structure, preparing background material and follow-up as needed will be part of the duties. Planning duties including Water Plan amendments and lake plans are included. The PDC will work on budget development and management with the Administrator. This position should have excellent organizational and communication skills, providing key administrative assistance in a small office as well as support for other staff members.

PRIMARY RESPONSIBILITIES

Project Management

Develop scope of specific projects. Identify support in Water Plan, coordinate potential partners, financial and staffing resources, technical and coordination needs. May manage project directly or may provide support to other staff.

Planning

Coordinate Plan amendment development and process for biennial Water Plan amendments. Work with administrator, Board and stakeholders as needed. Targeted subwatershed planning: will work with other staff to coordinate stakeholder meetings, identify needs and implement action items.

Take the lead on Sustainable Lake Management Plans including research and coordination to gather needed data, work with local stakeholders to ensure representation and quality plan development, writing of plan itself and follow up with stakeholders to pursue recommended projects to maintain or improve lake's health.

Grant writing and management

Research grant opportunities from regional, State, Federal and private agencies being aware of eligibility requirements, deadlines, etc. Develop grant applications and work plans, administration of grant duties, and oversee management of finances and reporting duties. The PDC will maintain positive relationships with primary Agency grantors including the Board of Water & Soil Resources (BWSR), Department of Natural Resources (DNR), Minnesota Pollution Control Agency (MPCA,) and the Conservation Corps of Minnesota (CCM). Provide support to other staff managing grants.

Administrative/Operations

Work with the Administrator to coordinate the budgeting process. Participate in staff meetings, Board Meetings and Technical Committee meetings, preparing background material and doing follow-up as needed. Participate in interview process for new employees and summer interns. May provide support to other staff members as needed.

SECONDARY OR OTHER DUTIES

- **Partnerships:** Metro watershed association; municipal partners. Attend partner meetings or otherwise foster relationships.
- **Education and Outreach assistance:** help provide content for social media and website. Assist at community events, workshops, or other watershed events. Assist Education and Outreach Coordinator with Annual report development and submission as needed. Other as needed. .
- **Water Quality Monitoring:** Assist Water Resource Manager with monitoring duties as needed. May be called upon to monitor or do site review of installed project or help with monitoring program.
- Back up other staff members in this small office as needed. Assist with additional administrative functions, office or field work as necessary.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This position requires a Bachelor's degree in water or natural resources, public administration, public or environmental policy or related field. Experience in grant writing, water resources, local government work and excellent communication skills are also essential. Five or more years in the natural resource field with project or program management experience.

PREFERRED SKILLS

- Excellent time management skills and ability to prioritize work.
- Diverse knowledge of natural resources and knowledge of State and VLAWMO watershed rules and regulations.
- Planning, budgeting, and organizing skills sufficient to manage multiple projects and programs.
- Ability to translate scientifically or technically complex information into plain language appropriate for various audiences and potentially write convincing and well-documented reports on resource issues.
- MS Office Suite proficiency.