



## Watershed Engagement Specialist

Clean Lakes Alliance seeks a **Watershed Engagement Specialist** to join its passionate and dedicated team. Clean Lakes Alliance is a 501(c)3 nonprofit devoted to improving the water quality of area lakes, streams, and wetlands in the Yahara River Watershed. We envision a future in which everyone views our lakes as the center of the community. Working closely with government, waterway user groups, local businesses, farmers, nonprofits and riparian property owners, our organization serves as a positive voice in promoting the lakes and a fundraising arm for supporting improvement actions. To learn more about our work and values, please visit: [cleanlakesalliance.org](http://cleanlakesalliance.org).

### Position Description

The **Watershed Engagement Specialist** is a full-time, benefits-eligible position that performs the day-to-day implementation of multiple volunteer and community-engagement programs. We are looking to fill this position immediately, with an expected start date as early as May 1, 2022.

### Job Duties

- **Volunteer Days (25%)**: These volunteer-action opportunities are hosted to involve local businesses and organizations looking for hands-on teambuilding experiences benefiting the lakes. Beach cleanups, prairie seed harvesting, invasive species removals, and other projects are held spring through fall of each year at various project sites within the Yahara Watershed, and with groups ranging in size from 8 to well over 100 participants. Responsibilities include cultivating and maintaining partnerships and volunteer relationships, scheduling events with host-site partners, planning and coordinating day-of activities, maintaining supplies and equipment, supporting social media promotion, tracking and reporting outcomes, managing related grants, and generally ensuring successful program implementation.
- **Water Quality Monitoring (25%)**: A network of close to 100 volunteer lake monitors perform near-shore condition evaluations and report findings from Memorial Day to Labor Day through the LakeForecast.org dynamic website and app. Responsibilities include cultivating partnerships and volunteer relationships, training volunteer monitors, troubleshooting app-related issues, maintaining needed supplies and equipment, evaluating and summarizing collected data, tracking and reporting outcomes, managing related grants, and generally ensuring successful program implementation.
- **Clean Boats, Clean Waters (25%)**: New this summer, Clean Lakes Alliance is launching a boater-education program in partnership with Dane County and Wisconsin DNR to help prevent the introduction and spread of aquatic invasive species. Responsibilities include training, scheduling, and supervising two, paid watercraft inspectors, recruiting as-needed volunteer support, acquiring and maintaining needed materials, tracking and reporting outcomes, managing related grants, and generally ensuring successful program implementation.
- **Government Relations (15%)**: Monitor meeting schedules and agendas of select

government bodies and collaborating organizations to track the status of issues and policies of particular importance to Clean Lakes Alliance. Attend meetings as appropriate to gather or present information on behalf of the organization.

- **General Support (10%):** Responsibilities might involve staffing occasional educational booths, recruiting and coordinating special-event volunteers, and engaging with audiences of diverse ages and backgrounds. This position also assists with other activities as needed to raise awareness, increase volunteerism, empower individual action, and help advocate for initiatives that benefit our lakes. Examples include the promotion of at-home actions like building rain gardens, redirecting roof downspouts, and removing fall leaf debris from street gutters.

*This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.*

### **Minimum Qualifications**

- Undergraduate degree in limnology, watershed or stormwater engineering, water resources management, biological conservation, aquatic ecology, communications, or other applicable discipline or professional work experience that relates to the role and responsibilities of the position.
- Strong knowledge of the biological, chemical, ecological, and physical dynamics of rivers, streams, wetlands, and lakes and how they are impacted by surrounding landscapes. Experience applying these concepts through planning, design, implementation, education, and/or evaluation work.
- Strong written and verbal communication skills, with experience presenting to and engaging with diverse groups of varying sizes.
- Highly organized and adaptable, with an ability to juggle the demands of multiple programs and deadlines.
- A flexible, resourceful, and detail-oriented person who can excel in a fast-paced setting.
- Proficient in the use of Word, Excel and PowerPoint.
- Experience in database management and/or Geographic Information Systems (GIS) software is desirable.

### **Compensation and Benefits**

- Annual salary: \$40,000-60,000 (commensurate with experience)
- Earned Time Off: 15 paid time-off days (120 hours) per calendar year (starting), prorated depending on start date
- Paid Holidays: New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Friday after Thanksgiving, Afternoon of Christmas Eve, Christmas Day, Boxing Day (day after Christmas), and Afternoon of New Year's Eve
- Other benefits include:
  - Family Leave Policy (up to 6 weeks per calendar year of employer-paid leave for eligible situations)
  - Group Term Life Insurance
  - Short & Long-term Disability
  - Flexible Spending Plan
  - 401 (k) Retirement Savings (employer contribution of 4% of eligible employee salary)

- Madison Metro Commuter Pass

### **Work Environment and Job Specifications**

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- General business hours: Based on work hours within a Monday-Thursday, 8:00-5:00, and Friday, 8:00-12:00, schedule. Occasional evening and weekend work that generally corresponds with public meetings and Clean Lakes Alliance-hosted community events.
- Access to a vehicle is required for traveling to project and event sites. All approved mileage is reimbursed at the federal rate. Must be able to work outdoors independently rain or shine.
- Workdays involve lifting and transportation of tools and equipment used in moderate-intensity outdoor work. Must be able to routinely lift and/or move up to 20 pounds and occasionally lift and/or move items up to 40 pounds.
- Most work is performed at a desk in a small, open office environment, with occasional off-site work for the purpose of leading Volunteer Days, conducting lake-monitor trainings, supervising watercraft inspectors, and supporting Clean Lakes Alliance-hosted community events.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Travel occasionally to primary job location and various other locations for events, meetings, presentations, etc.
- Job location: Verex Plaza, 150 East Gilman Street, Suite 2600, Madison, Wisconsin 53703. On bus line and short walk or bike ride from the UW-Madison campus. NOTE: Limited remote-working options are negotiable depending on the status of public-health orders and the needs of the organization.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***

### **To Apply**

Please email a **letter of interest, resume, and three professional references** with contact information to [resumes@cleanlakesalliance.org](mailto:resumes@cleanlakesalliance.org) by **12:00 p.m. CST on Tuesday, April 26th**. Include "Watershed Engagement Specialist" in the subject header. References will only be contacted for the final applicant pool, and you will be notified beforehand.

***Clean Lakes Alliance values diverse life experiences and is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.***