Watershed Programs Specialist

Who We Are:

Clean Lakes Alliance is a 501(c)(3) nonprofit organization devoted to improving the water quality of lakes, streams, and wetlands in the Yahara River Watershed. Our mission is to champion the lakes and watershed stewardship for the benefit of all. Working closely with government agencies, waterway user groups, local businesses, farmers, lakefront property owners, and other stakeholders, we strive to serve as a positive voice in promoting our cherished lakes. To learn more about our mission, work, and priorities, please visit our website at cleanlakesalliance.org.

The Opportunity:

Clean Lakes Alliance seeks a **Watershed Programs Specialist** to join our passionate and dedicated team. This is a full-time, benefits-eligible position. This position is responsible for helping the organization effectively engage with its volunteers, build and strengthen partner relationships, research and apply for grants, and support the execution of multiple programs. The individual serving in this role will report to the Deputy Director.

Primary Responsibilities:

Program implementation (40%)

- Support the Watershed Programs Manager with the planning, coordination, tracking, and evaluation of all program-related activities. Programs include LakeForecast monitoring, Volunteer Days, Clean Lakes 101 Science Cafes, Teejop Ecology Educational Initiative, and Clean Boats, Clean Waters.
- Assist with program-related outreach and materials development.
- Support the organization in executing our major festivals and community events.

Yahara CLEAN's "Renew the Blue" partner engagement (20%)

- Support the Executive and Deputy Directors with coalition-building activities promoting the advancement of recommendations in *RENEW THE BLUE: A Community Guide to Cleaner Lakes & Beaches in the Yahara Watershed*.
- Serve as staff lead to relevant working committees.

Board/committee engagement (20%)

- Assist the Executive and Deputy Directors in managing and communicating with the Clean Lakes Alliance Community Board and specific committees, such as the Governance, Advocacy, and/or Renew the Blue committees.
- Help prepare agenda packets, maintain calendar invites, record minutes, track participation, follow up on action items, and prepare activity reports.

Grant writing (20%)

- Vet and research potential grant opportunities that align with Clean Lakes Alliance's priorities, services, and deliverables.
- Prepare and submit funding applications related to the organization's programs and initiatives.
- Ensure that all funder requirements are met, including the tracking and reporting of project outcomes.

Ideal Candidate Attributes:

- A team player who is passionate about Clean Lakes Alliance's vision, mission, and values.
- Bachelor of Science degree and/or at least two (2) years of relevant professional experience in water resources management, environmental education, ecology, conservation biology, geographic information systems, hydrology, watershed planning, or similar field.
- Excellent oral and written communication skills.
- Very well organized and able to manage multiple projects.
- Proficient computer skills, particularly in the use of the Microsoft software suite (PowerPoint, Word, Excel, etc.).

We know there are great candidates who may not check all these boxes. We also know you might bring important skills or life experiences that we haven't considered. If this describes you, don't hesitate to apply and tell us about yourself.

Salary & Benefits:

- Annual salary: $45,000 - $55,000 per year (commensurate with training, education, and experience)
- Other benefits include:
    - Limited opportunity for weekly remote work
    - In recognition of weekend or evening work related to Clean Lakes Alliance-hosted events, the office is closed two days around Presidents' Day Weekend, one day around the July 4th holiday, and the Fridays of Memorial Day and Labor Day Weekends
    - 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 6% of eligible employee salary)
    - Madison Metro Commuter Pass
    - Madison Boats Family Membership
    - Flex hours with office closed Friday afternoons
    - 11 full days and 2 half days of paid holiday: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day/Indigenous

People's Day, Thanksgiving Day, Friday after Thanksgiving, Afternoon of Christmas Eve, Christmas Day, Boxing Day (day after Christmas), and Afternoon of New Year's Eve
    - Earned Time Off: 15 paid time-off days (120 hours) per calendar year (starting), prorated depending on start date. Additional ETO days are awarded based on tenure.

Work Environment:

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.

- Clean Lakes Alliance's official, publicly advertised office hours are typically 8:00-4:00 M-Th and 8:00-11:30 F.
- Occasional evening and weekend work generally corresponds with Clean Lakes Alliance events.
- Access to a personal 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 may 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 supporting Clean Lakes Alliance-hosted community events.
- Travel to primary job location and various other locations for events, meetings, presentations, etc.

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

To Apply:

This position was posted on Friday, February 14, 2025. The recruitment period will remain open until the right candidate is found to fill the role. Applications received prior to March 28, 2025, will be given preference. Applications will be acknowledged and reviewed as they are received.

To apply, please email a **letter of interest**, **resume**, and **three professional references** to resumes@cleanlakesalliance.org and include "Watershed Programs Specialist" in the subject header. A rolling interview process will be used, and references will only be contacted for the final applicant pool following notification of those intentions.

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.