



JOB DESCRIPTION: Middle Tuscarawas River Watershed Program Assistant

Reports to: Middle Tuscarawas River Watershed Coordinator

Status: Non-Exempt, Temporary

Hours of work: part-time – 20 hours/week

Job Summary

The Middle Tuscarawas River Watershed Program Assistant will maintain an office presence and continue grant-driven deliverables for the Rural Action Watershed Program. The Program Assistant will focus on completing and growing education and outreach programming offerings, while also assisting with watershed monitoring and technical reporting, regional collaborations, and communication responsibilities. The Program Assistant will also provide AmeriCorps member support and guidance. This is a temporary part-time position beginning May 2019 and ending December 2019.

Essential Functions

- Lead outreach and education events for adults and children
- Write press releases, newsletter articles, and technical papers
- Coordinate with Watershed AmeriCorps member
- Communicating on a weekly basis with Watershed Program team (coordinators and CPO)
- Assist in biological and chemical water quality monitoring of streams in and around Tuscarawas County
- Communicate with partners regarding grant reporting and project development
- Other duties as assigned

Knowledge, Skills and Abilities

- Knowledge and experience with watershed-focused programs/projects;
- Proven experience leading educational programming for children and adults;
- Experience and/or ability in chemical water quality monitoring;
- Knowledge of Microsoft Word and Google Suite;
- Ability to quickly learn tasks and maintain existing relationships;
- Excellent oral and written communication skills;
- Organized and efficient;

Minimum Qualifications

- Associate's or Bachelor's degree in environmental science, biology, natural resources, or related field;
- Minimum of 2 years of team-work or working in a group setting experience;
- Valid drivers' license;
- Ability to work weekends and evenings as requested;
- Reliable transportation.

Preferred Qualifications

- Familiarity and knowledge with Appalachian Ohio;
- Familiarity with using an asset based approach to sustainable development projects;
- Experience working with volunteers and national service members such as AmeriCorps and VISTA members;
- Ability to work outside in various weather conditions.

Note

This is a grant funded position. Expected funding is May 2019 – December 2019. This position is contingent based on future funding.

To Apply

please send a cover letter and resume outlining your experience as it relates to this job description. Send materials to Deb Moreland at hr@ruralaction.org subject heading: Middle Tuscarawas Program Assistant. For full consideration, please apply by May 17th 2019. The position will remain open until a suitable candidate is hired. Rural Action is an Equal Opportunity Employer.