



Project Coordinator – Flint River Watershed Coalition

Position Description

The Flint River Watershed Coalition has a unique opportunity to engage on watershed planning efforts in two very distinct manners. We have contracts to work with Michigan State University on two projects that could provide significant benefit to our watershed. We are looking for a well-rounded candidate who can work effectively on planning (particularly, the Flint Master Planning process) as well as nutrient reduction efforts.

This would be a temporary, $\frac{1}{2}$ - $\frac{3}{4}$ time position located in the FRWC office with the potential to increase hours, duration, and scope of work if additional funding is secured.

Salary - \$13-\$18/hour (depending on experience)

The ideal candidate would have:

- A working knowledge of urban planning issues, particular as they pertain to water quality and aquatic habitat protection.
- Knowledge in nutrient management, impacts of nutrient pollution, and best management practices for abatement.
- Ability to effectively communicate with a wide array of audiences, including elected officials, urban stakeholders, rural stakeholders, issue experts, and agency personnel.
- Bachelor's degree (or significant experience) in planning, watershed management, natural resources management, or similar field.
- Ability to anticipate opportunities, and flexibility to adapt to program opportunities as they arise
- A sense of humor and ability to work effectively in a team
- Has working knowledge of computing devices and programs (e.g., personal computers, tablets, typical operating programs)

Duties will include but are not limited to:

Planning and Zoning Center project

- Coordinate, attend and provide input and follow-up to the City Master Plan meetings and related local engagement meetings
- Develop press materials
- Coordinate, attend and provide input and follow-up from meetings with MSU team
- Conduct baseline surveys
- Develop relationships with Flint neighborhood leaders and connect with Flint neighborhoods
- Plan, convene and attend workshops
- Assist with project development, implementation and reporting

Institute of Water Research project

- Coordinate, attend and provide input to Advisory Committee meetings
 - Help compile needed information for the tools
- Effectively communicate with various audiences (including school children) about the tools associated with the Nutrient Reduction program
- Develop mechanisms to incorporate the tools into FRWC programs
- Help coordinate MSU efforts in the Flint River Watershed.
 - Draft flyers and other communication and education materials
 - Develop and implement a plan to demonstrate tools to local audiences, build usage by local audiences
 - Assist MSU with reporting requirements

Interested applicants should submit their resume and cover letter by June 24th to:

Flint River Watershed Coalition
info@flintriver.org

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