

Organization: Riley-Purgatory-Bluff Creek Watershed District

Position Title: Office & Outreach Assistant

Reports To: Community Outreach Coordinator and the District Administrator

Type of Position: Full-time, exempt from the provisions of the Fair Labor Standards Act

Salary Range: \$35,000 - \$55,000 (hiring range \$35,000 - \$40,000, depending on qualifications), plus paid vacation & personal time off, PERA contributions, medical/dental insurance

POSITION OBJECTIVE

This position assists with the water resource education and outreach programs of the Riley-Purgatory-Bluff Creek Watershed District and day-to-day office activities. The primary objective of this position is to assist in the improvement and protection of the water resources of the Riley-Purgatory-Bluff Creek Watershed by providing water resource education and outreach programs and resources to citizens, community leaders, municipal staff, landowners, schools and others in the Riley-Purgatory-Bluff Creek Watershed District. The secondary objective is to assist in the day-to-day office activities such as room set-up, receipt and organization of District files and documents.

JOB DUTIES AND RESPONSIBILITIES

Outreach (60%)

1. Implement formal and informal education and outreach programs and activities.

a. Implement District education and public outreach activities as assigned, and help meet the goals, and strategies of the District's Education and Outreach Plan. Programs can include but are not limited to:

i. School presentations, fieldtrips, community tabling events, such city open houses and sustainability fairs, and presentations to nonprofits groups and other organizations

ii. Strategies for non-structural, non-point source pollution control, e.g. Water Festivals, storm drain marking projects

iii. Professional trainings for maintenance, operations, and public works staff in both the public and private sector (e.g., snow and ice removal training)

b. Assist with the development of educational materials and literature for the District

c. Coordinate registration and logistics for a wide variety of programs and events

2. Assist with formal and informal communication efforts to reach target audiences in the District.

a. Assist with website updates

b. Contribute newsletter articles and other content to the District's e-newsletter

c. Assist with the District's Annual Report and other written communications

3. Assist with the coordination of education and outreach partnering opportunities.

a. Develop and maintain positive relationships with other entities—cities, schools, universities, agencies, organizations and associations—to promote the RPBCWD's mission and goals through outreach activities

Office (30%)

4. Provides administrative support to the District Administrator

- a. Assists in preparing the annual work plan, annual report, and comprehensive plan
- b. Updates website with monthly agenda, meeting minutes, public notices and other information as required
- c. Prepares all materials for Board packet, including copying, assembling, mailing, emailing
- d. Sends required Legal Notices, Requests for Proposals, etc. as needed to newspapers and posts on District website
- e. Maintains meeting minutes, agendas, resolutions, board packets, and other information in an accurate and timely manner

5. Provides general office support in an efficient and effective manner

- a. Greets and routes visitors Answers calls, takes messages and follows up as appropriate
- b. Prepares, opens and routes mail
- c. Orders and maintains office supplies
- d. Manages electronic mailing lists to assure accuracy
- e. Organizes paper and electronic files efficiently
- f. Sets up meetings, conferences, calls, accommodations, catering, and prepares agendas and handouts as necessary
- g. Maintains District directory containing information on Managers and staff
- h. Prepares correspondence and reports as required in a timely, accurate manner
- i. Coordinates office space and office equipment maintenance

Other duties and responsibilities (10%)

1. Participates as a member of the staff team for District projects and programs by cooperating with other staff and consultants, contributing ideas, providing comments when requested, and helping where needed
2. Provides educational materials and literature reviews as needed for staff, to clients, to the public, for website development, or for program evaluation
3. Works collaboratively with and provides directions as needed to consultants and interns or volunteers
4. Researches and stays up to date with developments in the field of water resources
5. Other duties include but are not limited to:
 - a. Effectively represents water and watershed issues at meetings, conferences, and to other local units of government, City Departments, the Riley-Purgatory-Bluff Creek Watershed District Board of Managers, partner organizations, and the public
 - b. Prepares reports and summaries for the Community Outreach Coordinator, District Administrator and Board of Managers as needed

MINIMUM QUALIFICATIONS: 1-2 years of experience preferred implementing water resource and/or environmental education, outreach and communications programs to a variety of audiences. Bachelor's degree in natural resources with an emphasis in communication, bachelor's degree in Education with experience in natural resources. A graduate degree in a related field may be

considered in lieu of work experience. Knowledge of technical and regulatory water quality and stormwater issues. Demonstrated written, verbal, and presentation skills. Demonstrated networking, team-building, research, coordination, and multi-tasking skills. Ability to work with a diverse public audience. Must have a reliable vehicle and a valid US driver's license with no recent suspensions.

DESIRED QUALIFICATIONS: Understanding of social marketing and behavioral change strategies. Experience with non-formal, non-traditional teaching settings (e.g., outside of classroom, adult learners). Previous experience with local units of government and stormwater education or urban environmental education.

KNOWLEDGE, SKILLS AND ABILITIES

1. Proficiency with a personal computer and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics, specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint, Adobe InDesign, Illustrator and Photoshop.
2. Ability to effectively use email and Internet applications and other common software applications.
3. Ability to take direction, work independently with a minimum of supervision, use good time management practices, possess the ability to set priorities and balance large volumes of diverse work.
4. Ability to work collaboratively to develop education and outreach programming with local and agency staff, consultants and associates.
5. Ability to develop and maintain effective working relationships with the District Administrator, the Community Outreach Coordinator, RPBCWD Board of Managers, Citizens Advisory Committee, city and agency staff, members of the public, and other interested parties.
6. Ability to effectively communicate verbally and in written form to a wide variety of audiences ranging from elected officials to K12 students.
7. Creativity in developing and presenting educational information and exhibits.

(The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.)

TO APPLY: Submit cover letter, resume, and three references by **December 29, 2017, at 4 PM** to: Claire Bleser via e-mail to: cbleser@rpbcwd.org