

NORTH LAKELAND DISCOVERY CENTER JOB DESCRIPTION

Position Title: Water Programs Coordinator

Date: 12/31/2021

Hours: Salaried full time on-site position with a minimum of 40 hours/ week with typical Tuesday to Saturday schedule that includes some flexibility and will include some required evenings and weekends.

Supervision: The Water Program Coordinator reports to the Executive Director and is responsible for the supervision of seasonal NLDC Water Program staff, interns and volunteers.

Nature of Work:

The North Lakeland Discovery Center (NLDC) , celebrating 25+ years as a growing non-profit nature based organization, operates within a mission and team-minded framework focused on delivering high-quality mission and service opportunities. The Water Program Coordinator assists the organization with the primary responsibilities listed below, as well as other duties as assigned.

Specific Responsibilities:

Education, Outreach and Services

- Coordinate and develop programs educating the public in the prevention, monitoring, and control of aquatic invasive species (AIS) in the area lakes and surrounding waterways.
- Provide AIS educational materials, AIS reports, and technical support for partner lakes associations, board meetings and annual meetings. Inform partners of AIS issues in the area. Provide partners annual feedback about AIS programs
- Integrate AIS-related activities into the NLDC's programming, website, newsletter, press releases, and other activities and venues, including website content and updates, monthly blog posts and weekly Facebook posts.
- Provide external customer service to public NLDC drop-ins in regards to AIS and water-related questions.
- Maintain AIS scientific samples and photos for on-site display, presentations, and educational outreach.
- Grow and expand these services to additional groups in accordance with the Discovery Center Strategic Plan, creating and marketing a menu of fee services.
- Prepare and present education and funding requests to area Towns, Lakes committees, associations and others.
- Coordinate and administer existing Lake Level Survey Program.

Grants

- Research, write and manage AIS education, AIS control, Clean Boats, Clean Waters, and lake management grants, Healthy Lakes grants, and other related projects.
- Serve as grant liaison to the WDNR for partner towns, lakes associations, and consulting companies.
- Administer grants and track in-kind contributions including volunteer hours and town funding.

Administration

- Develop a fiscal yearly Water Program budget that includes income projections for all grants, matching funds and fees for services, as well as projection of expenditures.
- Develop and maintain monitoring, volunteer, and technical grant management databases.
- Collaborate with NLDC Administration and Accounting partners to maintain fiscal grant management through QuickBooks, including budgets and bi-annual reimbursements.
- Enter all data collected by volunteers into statewide Surface Water Integrated Monitoring System (SWIMS) database to ensure data entry consistency and quality.

Seasonal Technicians and Volunteers

- Recruit, actively engage, coordinate, train, and supervise seasonal technicians and volunteers to assist with all grant and monitoring efforts. Provide monitoring equipment, reference materials, and technical support.

General Professional Expectations:

- Team player, personable and professional presence.
- Strong organizational and communication skills, and attention to detail.
- Ability to use intermediate functions of MS Office, GPS and Social Media.
- Ability to work outdoors in inclement weather and very physical conditions.
- Ability to hire, train, and supervise water staff, intern(s) and volunteers.
- Ability to create, manage and track multi-year grant budgets.
- Provide assistance for NLDC major fundraisers and events.

Qualifications: The position requires Bachelors in science, limnology, fisheries, biology, ecology or a related environmental field, and 1-3 years applicable experience.

Status: Position is year-round FT salaried. Minimum 40 hours/week.

Pay is commensurate with experience Annual Salary plus benefits (PTO, Health, Dental, 401K, Short and Long Term Disability, plus Life Insurance). **Position open until filled.**

Application: Send *cover letter, resume, and three references* (only contacted for final pool of candidates).

Email or send materials to:

John Heusinkveld, NLDC Director

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