POSITION DESCRIPTION

TITLE: Driftless Area Project Coordinator - Minnesota
DEPARTMENT: Eastern Conservation
REPORTS TO: Jeff Hastings, Driftless Area Restoration Effort Project Manager
POSITION TYPE/HOURS: full time/40 hours
DATE: February 25, 2020

POSITION SUMMARY

The Minnesota Driftless Area Project Coordinator will work closely with the Minnesota State Council of Trout Unlimited (MNTU) and its Executive Director, John Lenczewski, to implement habitat restoration and enhancement projects in the Driftless Area of southeast Minnesota. Trout Unlimited has secured multiple grants via the State of Minnesota’s Outdoor Heritage Fund and other sources for habitat projects on public and private lands. This position will coordinate stream restoration projects from initial site visits with partners to selecting and managing contractors to submitting final reports and invoices. The position will be based in southeastern Minnesota.

DUTIES AND RESPONSIBILITIES

• Work with the Executive Director of MNTU and Minnesota DNR staff to identify and plan coldwater restoration and enhancement projects.
• Coordinate the design of trout habitat improvement and bank stabilization projects.
• Oversee permitting, funding and implementation of habitat restoration and enhancement projects.
• Track project budgets and submit reports and invoices on projects funded from multiple sources, including Outdoor Heritage Fund, Natural Resources Conservation Service, US Fish & Wildlife Service, and National Fish and Wildlife Foundation.
• Coordinate with TU chapters on projects and project funding.
• Coordinate press opportunities with MNTU to highlight project implementation, when and where appropriate.
• This position is a non-supervisory position.
• This position includes financial management responsibilities such as budget creation for proposals, reviewing construction invoices, preparing financial documents and reports, submitting timely reimbursements and invoices.

QUALIFICATIONS

• Bachelor’s degree required, Master’s degree a plus
• Professional experience in project management and river restoration
• Excellent organizational and problem-solving abilities
• Demonstrated ability to plan, implement, and supervise multiphase stream restoration projects
• Experience with project and grant management, and project permitting
• Ability to work with a diverse group of stakeholders including federal and state agencies, farmers, biologists, engineers, and other landowners
• A working knowledge of principles and practices of fisheries and aquatic resource management with an emphasis on habitat requirements of brook and brown trout
• Ability to work independently and take initiative
• Good written and oral communication skills
• Passion for protecting and restoring trout populations and their watersheds

HOW TO APPLY

Please send a letter of interest, resume and 3 professional references to Keith Curley, Vice President for Eastern Conservation, at keith.curley@tu.org by March 19, 2020. Please insert the words “Driftless Area Project Coordinator - Minnesota” in the subject line. No phone calls please.

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