



## *September 2019- August 2020 Service Year* POSITION DESCRIPTION

### Position Title

Assistant Coordinator

### Sponsoring Organization

Missisquoi River Basin Association  
East Berkshire, VT

### Sponsoring Organization's Mission

The Missisquoi River Basin Association exists for the purpose of restoring and maintaining ecological integrity of the Missisquoi River system so that the uses and values desired by the community are supported by the river and the quality of its water.

The Upper Missisquoi and Trout Rivers Wild & Scenic River Committee's mission is to collaborate with partners and the communities the rivers run through, and are adjacent to, to promote the rivers and support good river management. The Committee will use the voluntary Management Plan as a road map to promote, protect, and enhance the rivers and their resources. Open meetings - driven by consensus - and river activities will provide a regular and reliable forum for discussion, research, consensus-building, and action around river matters.

### Goals for the ECO AmeriCorps Position

1. Assist with maintenance and expansion of the MRBA water quality sampling program.
2. Assist with planning and conducting events that highlight our Wild and Scenic rivers.
3. Conduct outreach to watershed residents, schools, and local organizations.
4. Create and present educational programs to watershed schools or other groups.
5. Recruit at least 4 new volunteers for MRBA and/or Wild & Scenic activities.
6. Assist with improving organizational datakeeping and processes, in an effort to accurately assess the effectiveness of projects.
7. Maintain positive communication with and between the MRBA, the Wild & Scenic Committee, and our partner organizations.
8. Learn new skills and have a chance to develop both professionally and educationally.

### Essential Functions. Functions that the applicant must be able to perform

- strong communication and interpersonal skills
- skill with Microsoft applications
- physical capability to perform water sampling and other outdoor projects (can consist of walking up and down steep banks, lifting 40 lbs, navigating off road)

- ability to serve independently with limited oversight
- must have a personal vehicle and valid driver's license, and be willing to travel through our large watershed (mileage will be paid when performing duties assigned by supervisor)
- must have functioning cell phone or landline where they can be contacted when outside of the MRBA headquarters
- ability to represent our organization professionally, as needed, even in the absence of the supervisor

Marginal Functions. These are secondary to Essential Functions, may be negotiable, and can be completed as time allows.

- maintenance of websites and social media platforms
- design skills (for creating event flyers and other outreach materials)
- public speaking
- GIS mapping skills

#### Projects May Include

An ECO AmeriCorps member will enable us to reach more community groups, schools, and landowners, to hold more effective events that highlight and celebrate our rivers and our region, and to implement more projects that will improve these resources. The Assistant Coordinator will coordinate with other local organizations (including attending their meetings when warranted), will assist with data tracking and helping to translate data into formats for public consumption (presentations, displays, reports, social media posts, newsletters, etc.), will present educational programs to local schools and community groups, will conduct site visits to both previous and potential project locations, will assist with implementation projects, and will play a key role in the MRBA water sampling program.

The Assistant Coordinator will also spend a good amount of their time out in the watershed, talking to watershed residents, making new contacts, assisting our watershed farmers with water quality information and practices, and hearing about the issues that our communities feel are important to water quality. They will conduct at least 6 outreach events for schools and community groups; plan and conduct at least 4 public events along our Wild and Scenic rivers; and make contact with landowners for at least 2 former and 2 new possible project sites. Performance measures that will be addressed include water quality and access improvements (through implementation projects such as riparian plantings, river clean-up events, and the installation of new access points), ecosystem enhancements (through implementation projects such as riparian plantings in state or town parks, or other public lands), and agricultural environmental stewardship (through outreach efforts and workshops or seminars).

#### Desired Qualifications

- Bachelor's degree, with preference in the fields of Environmental Science, Natural Resources, Engineering
- demonstrated interest in water quality matters
- experience conducting outreach activities or providing educational programs
- previous professional experience in environmental field or other professional setting
- experience navigating database systems to assess project effectiveness
- creative ideas for how to communicate with a variety of stakeholders, and innovative projects to amplify our message and our positive impact.

### Networking Opportunities

We work closely with several local and regional partners, including Conservation Commissions, Select boards and Village Trustees, Conservation Districts, and other watershed groups, as well as State Agencies and our Federal partners at the National Park Service. There are several meetings and training opportunities that we regularly attend, at both the regional and state level, as well as conferences that include a larger geographic area.

### Service Conditions

Position will be split between indoor and outdoor (outreach and field service) efforts, with seasonal differences (more field service in the fall, spring, and summer, and more office-based service in the winter); regular communication with watershed residents, through educational programs, outreach events, attendance at meetings, and site visits, will be a large part of the position. Some evening and weekend work will be required - evening meetings for both organizations occur monthly. The position may require some remote service or serving from home.

### Minimum Qualifications:

- Be a US citizen, a national, or legal permanent resident alien of the U.S.;
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit);
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Must submit to Agency of Human Services checks, i.e. Adult Abuse and Child Abuse Prevention;
- Be committed to the ECO AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way.