



September 2020- August 2021 Service Year POSITION DESCRIPTION

Position Title

Assistant Water Quality Program Coordinator

Sponsoring Organization

Northwest Regional Planning Commission
St. Albans, VT

Sponsoring Organization's Mission

Northwest Regional Planning Commission exists to serve the public interest and the planning needs of its member communities in Franklin and Grand Isle Counties; to advocate for responsible, sustainable development within the region; and to help identify and address goals, needs and opportunities shared by municipalities within the region as well as by the region, related organizations within the region and the state.

Goals for the ECO AmeriCorps Position

The goal of this position is to support stormwater and water quality planning efforts in both Franklin and Grand Isle Counties through project development, public education and outreach, municipal inventories, and community meetings.

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

- Using existing GIS experience, assist with the collection and processing of municipal data (road erosion and culvert inventories); this task involves assessing conditions of town infrastructure and meet as needed with municipal staff.
- Assist in municipal project development of stormwater and natural resource restoration projects. Specifically, this could include assistance with grant writing, screening for permits, draft memorandums of agreements or maintenance protocols and evaluating the performance of existing practices.
- Develop and distribute public outreach materials (flyers, brochures, website content, videos) on stormwater management and water quality. Specifically, this position will be responsible for developing social media posts and updating content for the Franklin County Stormwater Collaborative.
- Assist with tasks related to Tactical Basin Planning to include working with DEC's Basin Planners to make updates to the Watershed Projects Database and participate in plan update process.
- Provide support for the Clean Water Advisory Committee (attend meetings, assist with outreach, etc.) and related Committees.

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

- Assist with municipal projects such as grant writing (in ways directly related to position) and updates to municipal plans (Comprehensive Plan, Hazard Mitigation Plan, etc.).
- Monitor project sites in region including those funded from prior grant efforts like shoreline stabilization sites, stream restorations, aquatic organism passage installations, etc.
- Provide support to municipal and regional conservation groups and coordinate trainings in collaboration with partners.

Projects May Include

The primary efforts of our ECO Americorps will be to conduct assessments of municipal infrastructure, assist with municipal planning efforts, and develop water quality programmatic and education assistance.

Desired Qualifications

- BA or BS in an environmentally related field
- Driver's license
- Ability to relay complex scientific topics to the general public
- Interpersonal and conflict management skills sets are key for interacting with the public
- Ability to understand scientific reports and analyze data trends
- Experience working with GIS/geospatial data (ESRI ArcGIS software preferred)
- Experienced in Microsoft Office, Google Earth Pro, Google Drive, Facebook, Weebly

Networking Opportunities

There are opportunities for networking at partner meetings (local, state and regional partners) or attending trainings and conferences.

Service Conditions

Service is to take place indoors and in the field. The primary location of service will be the NRPC office in St. Albans. Field service is estimated to be up to 40% of the time, weather and project schedules permitting. This position requires some service to take place in the evenings and on weekends for board meetings and outreach events.

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.