



Job Description: Water Quality Coordinator

Average 10-15 hours per week. Seasonal schedule possible.

Position Summary:

The Water Quality Coordinator is responsible for coordinating local Water Action Volunteers and assists in planning/implementing advanced water quality monitoring efforts. The Water Quality Coordinator will be highly collaborative as well as being organized, self-directed, and focused. As one of VSN's primary community contacts, the Water Quality Coordinator is outgoing, energetic, dedicated to VSN's mission and leads many community and youth education activities.

This position reports to the Executive Director.

Primary Tasks:

- Provide or assist with training of new volunteers in Water Action Volunteer protocols.
- Provide volunteers with resources and supplies.
- Provide general assistance to volunteers including station selection, training refreshers, and answer questions.
- Troubleshoot and repair malfunctioning equipment.
- Assist with grant writing and reporting.
- Assist with logistics and resources for workshops, events, meetings, field research, landowner outreach, community education and membership development.
- Assist in developing a yearly sampling plan for advanced water quality parameters including stream flow, nutrients, and/or macroinvertebrates at both field and subwatershed scales.
- Collect field samples for water and soil assessment.
- Coordinate sampling dates, storage, labeling and shipment of samples.
- Maintain an up to date database of active volunteers and access and enter water quality data into online database.
- Perform end of year follow-ups with volunteers over the phone.
- Conduct yearly inventory of monitoring supplies and request refills as needed.
- Provide education and outreach to the general public and area schools.
- Create educational display materials for events, workshops and storefront windows.
- Plan educational workshops, annual volunteer appreciation dinner and other community events.

Communications/Development:

- Communicates regularly and effectively with VSN staff, board members, volunteers and partners including local organizations and agency staff.
- Assist with fundraising, membership development, grant research and management.

Qualifications:

- Bachelor's degree in ecology, biology, natural resource management, environmental science, youth education or equivalent experience
- Excellent computer skills and proficient in excel, word, outlook, and databases
- Exceptional written and verbal communication skills
- Experience working with youth and community members
- Exceptional time management and organizational skills
- Strong understanding of environmental and agricultural issues
- Must be a motivated self-starter and team player
- Must have project management skills including multi-tasking abilities
- Strong interpersonal and problem-solving skills
- Flexibility to meet changing project priorities and demands

Compensation: Commensurate with Experience