



PO Box 408  
280 S. Benzie Blvd.  
Beulah, MI 49617

## Watersheds Coordinator

### ORGANIZATION SUMMARY

The Benzie Conservation District (BCD) is a governmental entity that connects the community to nature through education and conservation resources through its mission to “preserve and enhance the natural resources of Benzie County.” Our conservation work is focused on keeping our local natural resources healthy and empowering the community to become active conservation stewards. We are based in downtown Beulah on Crystal Lake.

For more information on the BCD, we invite you to visit our website at [www.benziecd.org](http://www.benziecd.org)

### POSITION SUMMARY

The Watersheds Coordinator is responsible for guiding and managing the work of the Northwest Michigan Watersheds Coalition (NMWC), a partnership effort of lake associations, nonprofit organizations, government entities, the Grand Traverse Band of Ottawa and Chippewa Indians, and more. Led by a steering committee including the Benzie Conservation District, Crystal Lake Watershed Association, Glen Lake Association, Lake Leelanau Lake Association, and the Platte Lake Improvement Association, the NMWC’s mission is to *“empower our communities to prioritize water quality in all decision-making in Northwest Michigan.”*

This position description is inclusive of the priority goals and activities identified to improve water quality protections in Northwest Lower Michigan, and are not designed as markers for individual success. Rather, these priorities are opportunities for the Watersheds Coordinator to work with partner entities, lending their strengths to support collaborative goals. We are interested to hear how you are uniquely capable to lead the Watersheds Coalition in its work to safeguard water quality for all.

### POSITION IDENTIFICATION AND COMPENSATION

- This is a 2 year, grant funded position through a Rotary Charities Systems Change Accelerator award.
- Full-time (32-40 hours per week); Hourly, Non-exempt at \$21 - \$23/hour, based on experience
- Comprehensive benefits package, including a health insurance stipend, employer retirement contribution, 12 paid holidays, 2 weeks paid vacation, and paid sick leave
- Professional development for a variety of topics is available through the Benzie Conservation District and Rotary Charities Systems Change Community of Practice
- Occasional personal vehicle use is required and will be reimbursed at the State of Michigan Mileage rate

### RELATIONSHIPS

**Reports to:** BCD Executive Director and NMWC Steering Committee

**Supervises:** No direct supervision of employees

**Works with:** NMWC’s steering committee, aquatic invasive species committee, water smart land use committee, NMWC participating organizations, and science and research committee, with committee leadership opportunities. Additionally, the watersheds coordinator will work with stakeholders, including the media, vendors, volunteers, donors, nonprofits, local businesses, and members of the public, with extensive work with parallel watershed councils, local municipalities and government entities

## **RESPONSIBILITIES AND DUTIES**

### **Expand Collaboration and Participation in the Northwest Michigan Watersheds Coalition**

To ensure water quality improvement and protection strategies are successful, it is crucial to involve key stakeholders in the process of developing and adopting interventions. The Watersheds Coordinator will be the primary contact to invite new organizations to participate in the NMWC, and steward relationship with existing partners.

- Perform targeted outreach to local municipalities and key stakeholders to establish new relationships
- Provide regular updates and communication to participating organizations
- Coordinate and manage NMWC goals to keep partner organizations updated and engaged
- Plan, organize, and execute monthly committee meetings and bi-annual, all-partner NMWC meetings

### **Education and Outreach**

To safeguard our water quality for future generations, it is crucial for all stakeholders to understand their role and be empowered to play their part in water quality protection. The Watersheds Coordinator will play a key role in disseminating water quality information, land-based watershed stewardship practices, aquatic invasive species information, and more.

- Assist partner organizations in collecting and curating locally relevant water quality, invasive species, shoreline management, septic system management, ecosystem health, etc., for a variety of communication channels
- Host or participate in hands-on workshops, field trips, and place-based environmental education programming
- Assist local municipalities, partner organizations, and members of the public in navigating timely water quality issues and decision-making as needed
- Update BCD and partner websites with compelling water quality data and best practice information
- Create press releases, newsletters, and social media posts about relevant water quality topics

### **Strengthen Water Quality Protections**

Gaps in water quality protection in Northwest Lower Michigan put our relatively high water quality at risk of degradation. The Watershed Coordinators' work to strengthen water quality protections is critical as the region's population continues to grow, putting more pressure on our vulnerable ecosystems.

- Identify best practice water quality protection examples from municipalities, watershed councils, State agencies, etc.
- Assist municipalities, lake associations, and State agencies to learn about and adopt stronger water quality protection regulations
- Participate in other partner activities to strengthen local and regional water quality protections, including the creation and updating of watershed protection plans

### **Other Duties**

The Watersheds Coordinator will have the opportunity to work with many partners and be involved in a wide variety of activities not listed in this job description, including hands-on water quality monitoring, updating watershed protection plans, database updates, and more.

- Administer the Rotary Charities Systems Change Accelerator grant award, including grant reports, expense tracking, participation in the Systems Change Community of Practice, and providing regular updates to project partners
- Create budgets, goals, and strategies to seek additional grant funding for future phases of work

- Attend conferences and events to stay updated with local and regional trends. Potential to present to share updates from the NMWC
- Other tasks as assigned

## **WORKING CONDITIONS**

The BCD and NMWC are collaborative, inclusive groups working to protect water quality in Northwest Lower Michigan. This grant and the NMWC recognize and celebrate the diversity of backgrounds and perspectives required to protect our water quality.

The primary workplace is a typical office setting, such as the BCD's office in downtown Beulah, with opportunities to work from partner organization offices and occasionally from home. The Watersheds Coordinator will also attend meetings, conferences, partner organization offices and other events in Northwest Lower Michigan. Occasionally, some of the foregoing events will be held in outdoor settings.

## **QUALIFICATIONS & EXPERIENCE**

- A bachelor's degree in conservation, environment, or related field. Master's degree or the equivalent preferred. Consideration may be given to candidates without a bachelor's degree who demonstrate their qualifications in work and real-world experience.
- Strong management skills, able to build, inspire and lead diverse teams
- Financial: Ability to manage project budgets and grants
- Highly proficient with Microsoft office, database platforms, geographic information systems, etc.
- Positive, collaborative leader
- Resourceful individual, able to balance multiple priorities, complex situations and meet tight deadlines
- A passion for conservation and natural resources
- Ability and willingness to travel, as well as to work outside the normal workday

## **To Apply**

- Position is open until February 21<sup>st</sup>, 2025. Please provide a cover letter, resume and contact information for three references by 11:59 PM on February 21st. Please state in the subject line: Watersheds Coordinator Application

**CONTACT PERSONS:** Jon Throop, Executive Director

**CONTACT EMAIL:** [info@benziecd.org](mailto:info@benziecd.org)

*Benzie Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability status, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*