JOB RESPONSIBILITIES INCLUDE:

• Serve as the principle point of contact for the Committee.
• Coordination of regular (monthly expected) meetings of the Committee.
• Coordination of anticipated sub-committee meetings and activities.
• Development and maintenance of regular communication vehicles for the Committee, and its subcommittees, and between these groups and the 8 affected towns (and other key constituencies). Production of email, hard copy mail, newsletters, press releases, public notices, website updates and similar are expected.
• Assist the Committee with the hosting of events and public meetings, and all education and outreach events.
• Serve as the principal liaison between the members of the Committee, the watershed communities, the National Park Service, the State of Vermont, landowners, and program partners.
• Work with the Committee to set direction and report progress.
• Develop and manage an annual budget, write and administer grants, and conduct other fundraising for the Committee.
• Provide staff support and expertise to the Committee while setting goals and establishing an annual work plan to implement of the Management Plan.
• Assist the Committee with revisions of the Management Plan (expected every 5 years), and any other documents deemed necessary.
• Provide support for activities associated with federal review of projects within the Missisquoi River Watershed.
• Support the Committee with ongoing research into the natural, cultural, and recreational resources of the upper Missisquoi and Trout Rivers.
• Assist the Committee with the development and execution of small contracts as necessary to bring additional expertise to the Committee’s work (for example, web site development, GIS mapping, specialized research or similar projects that the Committee may choose to undertake).

MINIMUM QUALIFICATIONS:
The successful candidate will have education or experience in community engagement with varied stakeholders. Substantial experience and comfort working in a community setting coordinating activities with a project focus, and setting priorities with a diverse group of local community boards and board members, conservation advocates, volunteers, agency staff, and other interested parties is a must. The ability to work productively and comfortably in such a setting is a pre-requisite for successful candidacy. Facilitating multiple projects with multiple stakeholders is key to successfully managing this position.

The successful applicant should have demonstrated familiarity and experience in community planning and organizing, resource conservation, growth management, aquatic ecology, river or watershed conservation, or similar fields. Effective written and oral communication skills are a must. Experience with basic word processing (Word) and spreadsheets (Excel), a basic understanding of GIS and similar will be important.

The position is independent and flexible but will require reliable local and regional travel, the ability to attend evening and occasional weekend meetings, and the need to interface effectively with local commissions, organizations, and stakeholders. Though teamwork is a must, the candidate must also be able to work efficiently and proactively on a variety of projects without frequent oversight or monitoring.
ADDITIONAL REQUIREMENTS:
• A valid driver’s license is required. Travel within the designated area will require use of personal vehicle, with mileage reimbursement at the federal rate (currently 57.5 cents) for some travel.

SALARY:
Commensurate with experience ($20-$25 per hour). The position does not provide health or other benefits.

SPECIFIC KNOWLEDGE OR EXPERIENCE IN THE FOLLOWING AREAS IS PREFERRED:
• Familiarity with the designated area, and the Missisquoi and Trout Rivers.
• Budget management, grant writing, and fund raising.
• Education and experience in the water resources field
• Professional knowledge and recognized expertise regarding the conservation of river and watershed resources.
• Demonstrated familiarity and experience with consensus building techniques.
• GIS experience.
• A Master’s degree or higher in a related field.
• Professional knowledge of land use planning concepts, techniques, principles, and practices to apply to natural, cultural, and recreational resource issues and to growth management strategies.
• Professional knowledge of ecological principles to apply to planning for the conservation and protection of rivers and watersheds.
• Professional knowledge of land protection techniques such as zoning, conservation easements, and other tools used to conserve river resources.
• Professional knowledge of river protection techniques and processes applied at the local community level through working with citizen groups and local government.