

Memphremagog Watershed Association - Administrative Director Position Opening

25-32 hours a week

Salary Range: \$30,000-\$35,000

Benefits: vacation and sick leave

About MWA: The Memphremagog Watershed Association (MWA) was founded in 2007 as an organization dedicated to the preservation of the environment and natural beauty of the Memphremagog watershed and to ensure its protection for generations to come.

MWA Objectives:

1. Promote the ecological awareness of people who live in, work in, and visit the Memphremagog watershed area and enjoy all that it offers.
2. Inform and educate the public and promote participation in the preservation of the environment and natural beauty of the watershed region.
3. Work with lake associations, local, state, and federal governments, as well as businesses, to develop guidelines and policies that protect and improve the quality of life in and around the watershed.
4. Participate in on-going projects including the monitoring of the water quality of the lake and its tributaries; the clean-up and re-naturalization of the shoreline and river banks; and the protection of area plants and wildlife. (For more information please go to <http://memphremagogwatershedassociation.com/about/> .)

The Position: The MWA is looking for a highly skilled individual to oversee daily operations of a small non-profit and to manage and implement projects to protect and improve water quality in our region. The Administrative Director will be responsible for overseeing multiple on-going projects and contracts and must be comfortable multi-tasking and working with a diverse group of local and regional stakeholders. Responsibilities include completing current grant projects and managing new watershed projects. This position will be supported and supervised by an active Board of Directors.

Job duties:

- Land owner outreach
- Coordination of youth education programs
- Partner collaboration and representation of organization at meetings
- Website and social media management and membership communication.
- Grant writing and management, including budget, timelines, reports and invoicing as per agreements
- Attendance at Board meetings

Requirements:

- Bachelor Degree in Environmental Studies or related field plus at least three years of professional experience in a non-profit or similar position. In lieu of a Bachelor's Degree, five years of similar work experience will be considered.
- Highly motivated individual with ability to work independently
- Knowledge of water quality and storm water best management practices
- Experience conducting outreach and working with a diverse group of stakeholders
- Project management and development skills
- Strong written and oral communication skills
- Ability to plan and facilitate meetings
- Valid passport, driver's license and access to a vehicle for travel to meetings in region and Quebec.

Additional desired skills:

- Master's degree in related field
- Knowledge of Vermont storm water regulations and requirements
- Experience with nutrient management
- Experience with WordPress and website development.

Submit cover letter, resume, and three references to MWA President at president@mwavt.org by September 14, 2019.