



*2 Dolbia Hill Road-East, East Haddam, CT (860)615-6929*

## **Job Announcement**

### **Environmental Program Coordinator**

#### **Eightmile River Wild and Scenic Coordinating Committee**

The Eightmile River was the twelfth river designated by Congress as a Partnership Wild & Scenic River. It is managed by a local Coordinating Committee in partnership with the National Park Service and includes work with the towns of Salem, East Haddam, Lyme and to a lesser extent the towns of Colchester and East Lyme.

**Position Description:** The Environmental Program Coordinator shall serve as part of a small staff coordinating a number of programs and projects supported by the Eightmile River Watershed Management Plan and under direction of the Eightmile River Wild & Scenic Coordinating Committee and the Program Director.

Duties include coordinating and conducting a number of programs in the watershed such as; water quality field monitoring, field equipment maintenance, data input and reporting, coordination with local and state organizations, including municipal officials and CT Department of Energy and Environmental Protection, development and presentation of education programs, assisting with social media, website updates and development of the annual newsletter. The Environmental Program Coordinator shall also provide support to the land protection community in completing key watershed land conservation projects and shall assist in coordinating local citizen-based projects such as aquatic invasive species control and stream habitat assessments, along with other duties as assigned.

**Qualifications:** A qualified individual shall have completed a four-year college degree at an accredited institution in the following areas of study: environmental science, natural resources, forestry, ecology, environmental education, climate science or similar area of study. One to two years of professional employment in a relevant field is desirable, but not essential. Other desirable skills include ability to work with the following software programs, Microsoft suite and Canva. The ability to work with ArcGIS Pro mapping software and ArcGIS online is highly desirable. Additional qualifications include the capability to work independently, present to an audience, be comfortable working outside in various types of weather and the ability to carry equipment up to 30 pounds.

**Requirements:** Must have CT driver's license, proof of insurance and available automobile. The ability to travel for occasional National Park Service gatherings, other meetings, conferences and attend evening board meetings is required.

**Hours and Location:** This is a 30-hour a week position but is flexible as some weeks will require additional hours which can be applied as flex time on other weeks. Position does require some weekend work and evening meetings. The office location is at Burnham Brook Preserve in East Haddam, with some ability to also work remotely.

**Compensation and benefits:** The hourly rate is \$25-\$27.50, depending on experience. The position will be paid as a contractor position until September 30, 2023, at which time it is proposed to be converted to an employee-type position offering some cost-sharing health benefits. Mileage from the office for fieldwork, meetings, etc., is reimbursed at the standard federal rate, currently \$.65 per mile.

**Application:** Please submit a letter of interest, resume and three reference contacts to [pyoung@eightmileriver.org](mailto:pyoung@eightmileriver.org). Applications will start being reviewed by May 1, 2023. The position shall remain open until filled.