



44129 Sterling Highway | Soldotna, AK 99669 | 907-260-5449 | www.kenaiwatershed.org
Working Together for Healthy Watersheds on the Kenai Peninsula

About Kenai Watershed Forum:

The Kenai Watershed Forum (KWF) is a 501(c)3 non-profit organization and is recognized as the regional watershed organization of the Kenai Peninsula, successfully identifying and addressing the needs of the region by providing high quality education, restoration, and research programs. KWF’s mission is “working together for healthy watersheds on the Kenai Peninsula.” KWF is a dynamic organization dedicated to our rivers, streams and surrounding communities of the Kenai Peninsula and State of Alaska for current and future generations.

Job Title:

Stream Watch Coordinator, Full-time 40 hrs./week plus competitive benefit package; Pay DOE. This position will include non-traditional work hours, including weekend and evening work.

Recruitment Dates:

This position will remain open until a suitable candidate is found (beginning Feb. 11th, 2020); applications will be reviewed on a rolling-basis.

Position Summary:

KWF is pleased to announce an opening for a Stream Watch Coordinator to administer the organization’s Stream Watch program and to further KWF’s overall mission and vision. This position reports directly to KWF’s Executive Director.

The Stream Watch Coordinator facilitates the protection of the natural and cultural resources of Alaska’s Kenai Peninsula, including both freshwater and marine environments, through the promotion of program volunteerism at 10+ riverine/estuarine outdoor sites managed by state, federal and local municipal partners. This will include, but is not limited to: supporting all logistical needs of volunteers, recruitment of new volunteers, training of volunteers and implementation of on-the-ground activities (e.g. river protection fence installation and maintenance, litter pick-ups, fishing line collection, outreach/education events, etc.).

Other duties will include: active delivery of environmental education, proposal and project development, grant writing, participating in regional partnership efforts, managing support staff and completing required grant and contract reporting and documentation.

KWF’s staff work in a highly collaborative environment, with a diversity of partners, supporters and community members. The candidate will also be expected to work independently and should be a self-starter capable of communicating technical and non-technical information to a variety of audiences.

Core responsibilities:

70%: Coordination of volunteer activities

Applicants should be experienced and comfortable working with volunteers of all ages and backgrounds in an outdoor setting. Exceptional organizational and time-management skills are a must. An ability to build and share connections with a diversity of people, and to successfully and respectfully coordinate the activities of the Stream Watch program and that of its volunteers and partners, is also required.

Responsibilities include:

- Facilitate program goals and objectives by recruiting, training, scheduling and supporting a wide-range of volunteer efforts
- Develop and execute volunteer friendly river protection projects with partners
- Create a welcoming, safe and enjoyable volunteer experience
- Document program metrics and report them accordingly
- Lead on-going recruitment for individual and group volunteers
- Champion a culture of volunteerism within and outside of the organization
- Represent and communicate volunteer perspectives with program partners, including the program's Steering Committee
- Recruit, schedule and support volunteers for KWF's annual Kenai River Festival

20%: Program management and development

Applicants should be prepared to develop the Stream Watch program. This is a highly-unique and successful program, with opportunities for growth and a historically diverse group of financial and individual supporters. Applicants will be required to work with KWF staff and program partners to creatively advance the goals and objectives of this program and to innovate and articulate new opportunities.

Responsibilities include:

- Grant development, writing, budgeting and reporting
- Creative development of educational outreach materials
- Active participation in local and regional partnership efforts
- Communicating and marketing KWF's educational programs
- Developing and maintaining knowledge of best practices related to volunteerism

10%: Other duties as assigned

Other duties may include participating in organizational outreach, education or fundraising events, and assisting other KWF programs as needed.

Qualifications:

- BA/BS degree with focus on education, outreach/communication, coordination of volunteer services and/or environmental field
- 1-3 years of professional experience coordinating the work of volunteers or equivalent
- Experience developing and implementing volunteer-driven projects
- Solid verbal and written communication skills
- Excellent interpersonal skills
- The ability to develop and maintain strong working relationships with multiple stakeholders
- Willingness and ability to complete physically demanding outdoor projects in a variety of settings, including in-river restoration and maintenance projects
- Knowledge of the Kenai Watershed Forum mission, history, performance and role in the community
- Knowledge of basic outdoor skills including being “bear-aware” in bear country
- Knowledge of anadromous fish and aquatic and terrestrial habitat of Southcentral Alaska
- Possess a valid driver’s license and satisfactory driving record
- First-Aid certification or equivalent, or the willingness to undergo training

How to Apply:

To apply by mail, please submit a cover letter, resume, and no more than three professional references to:

Kenai Watershed Forum
Attn: Executive Director
44129 Sterling Highway
Soldotna, Alaska 99669

Or, you may apply by submitting an email with the subject line “Application: Stream Watch Coordinator” to:

Branden Bornemann, Executive Director
branden@kenaiwatershed.org

Questions?

Questions regarding this announcement may also be sent to: branden@kenaiwatershed.org or at 907-260-5449 ext.1206.

Special notes:

“The Kenai Watershed Forum does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.”