

**- JOB ADVERTISEMENT -
WATERSHED ASSOCIATION COORDINATOR**

Barr Lake/Milton Reservoir Watershed Association (BMW)

Title(s):	<i>Watershed Association Coordinator</i>
Job Status:	Independent Contractor (firm or individual) - estimated 10 - 20 hours per week
Work Location:	Generally in and around Denver, Colorado
Contract Amount:	Commensurate with experience, qualifications, and technical abilities
Position Term:	Initial 1-yr contract beginning around April 1, 2010, with the ability for single or multi year extensions

Watershed Overview:

The Barr Lake/Milton Reservoir Watershed (BMW) Association is a 501c(6) nonprofit organization focusing on improving water quality for both Barr Lake and Milton Reservoir. The current watershed boundary includes most of the Denver metropolitan area up to Cherry Creek Reservoir, Aurora and Quincy reservoirs, Chatfield and Bear Creek reservoirs, and Stanley Lake. The majority of the interested stakeholders include city/county agencies, major wastewater treatment facilities, drinking water providers, agricultural water users, and some recreational groups. The ultimate goal for the BMW Association is to oversee the implementation of a watershed plan that will resolve water quality problems associated with reservoir eutrophication and to develop an information/education program to broaden stakeholder involvement and to educate the public in order to solve and avoid future water quality issues. A Total Daily Maximum Load (TMDL) for pH impairment is currently under development and scheduled for completion in 2010. More information on the organization and its activities can be found at www.barr-milton.org.

General Job Description:

Watershed Association Coordinator - Administrative, communication, and management functions to support the activities of the organization. Work for a membership of approximately 30 entities with an annual operating budget of roughly \$100,000 in cash and \$600,000 in in-kind services. Coordinator will report directly to the Executive Committee.

Watershed Association Coordinator Duties:

- Plan, organize and facilitate BMW stakeholder meetings (5-6/year), organize and attend Board meetings (6-8/year). Prepare and distribute meeting agendas; collect, compile, and distribute meeting notes and attendance records; maintain membership records; provide activity updates and reports. Board/stakeholder meetings are generally 3 hours in length with the exception of a half-day Board retreat and an annual stakeholder meeting/BBQ. Manage and organize communications with all technical subcontractors.
- Plan and organize Information and Education Committee meetings (6/yr, 2 hrs each) to establish and implement information and education programs to support watershed protection efforts including; educational activities and events, presentations, press releases, newsletters (quarterly), and other publications. Includes preparation and distribution of meeting agendas, notes, and follow-up activities. Annual events could include: watershed tour, river clean-up, Lake Appreciation Day, and 2-3 one-day meetings/events in the Metro area. May include management of an intern that assists with outreach activities.

- Attend Technical Committee meeting (12/yr, 2 hrs each). Includes preparation and distribution of meeting agendas, notes, and follow-up activities. Provide support to committee as directed by Committee chair.
- Attend Budget Committee meeting (4-6/yr, 2 hrs each). Includes preparation and distribution of meeting agendas, notes, and follow-up activities. Provide support to committee as directed by Committee chair.
- Maintain and manage all BMW administrative functions; maintain business office, bank accounts, corporate records, technical work products, paper and electronic files, annual budget updates, etc.
- Manage all BMW documents in a secure manner by developing, maintaining and implementing an Information Security Program.
- Maintain and update the BMW Association website.
- Prepare grant applications and undertake other fundraising activities as directed by BMW.
- Provide general backup support to board of directors and other related responsibilities as assigned.

Required Qualifications/Education for Watershed Association Coordinator:

- Minimum of BA/BS degree in public administration, community development, urban studies, environmental studies or a related natural resource management field. Four years of relevant experience may be substituted for a BA/BS degree.
- Proficient in the use of MS Word and Excel.
- Excellent oral presentation, writing, and interpersonal communication skills.
- Experience with fiscal management and budget preparation, tracking, and analysis.
- Demonstrated ability to create collaborative relationships between groups and individuals representing potentially conflicting values or priorities.
- Highly organized and able to simultaneously coordinate multiple projects.
- Ability to work independently and manage time effectively.
- Must have own office space and equipment with which to operate including adequate physical and electronic storage space with back-up capabilities.
- Reliable personal transportation and possess a valid Colorado driver's license.

Desired Qualifications for Watershed Association Coordinator:

- Fundraising capabilities for nonprofits.
- Proficient in the use of Access and proven ability to manage databases and financial spreadsheets.
- Experience related to website development and maintenance.
- Experience with newsletter production.

Conflicts of Interest:

Attached is a list of participating BMW stakeholders. Please provide a statement of any potential conflicts of interest that may arise if selected for the position. Include how you are associated with the groups, list possible conflicts, and explain how you plan to address them if they arise.

To Apply (Please submit the follow in a proposal format to the contact listed below):

1. Statement of qualifications that relate to the requested *Watershed Association Coordinator* duties, qualifications, and experience (3-page max.).
2. A written approach to fulfilling the job requirements as described (3-page max.).
3. Financial proposal for structuring a one-year contract.
4. Resume(s) for individual(s) and/or subcontractors assigned to fulfill job requirements.

5. Statement of availability to meet contract requirements (i.e., starting time availability, description of other job/contract commitments).
6. Name and contact information for 3 professional references.
7. Conflict of interest statement.

Please submit the above items in a proposal format to Steve Lundt, Metro Wastewater Reclamation District. By mail or hand delivery: 6450 York Street, Denver, CO, 80229. Electronically (preferred): slundt@mwr.dst.co.us. Applications must be received no later than 5:00pm, MST, February 17th, 2010. Phone or e-mail inquiries should be directed to Steve Lundt at 303-286-3272 (slundt@mwr.dst.co.us) or to Laurie Rink at 303-777-0188 (lrink@uos.net).

EOE M/F/H/V

List of participating BMW Stakeholders

Organizations	
Adams County Farm Bureau	Henrylyn Irrigation District
Barr Lake State Park	Littleton/Englewood Wastewater Treatment Plant
Beebe Draw Farms Metro District	Metro Wastewater Reclamation District
Big Dry Creek Watershed Association	North Front Range Water Quality Planning Association
Burlington Land and Reservoir Company	South Adams County Water and Sanitation District
City of Aurora	S. Platte Coalition for Urban River Evaluation (SPCURE)
City of Brighton	Steven Janssen
City of Thornton	Town of Lochbuie
City & County of Denver	Tri-County Health Department
Denver Department of Environmental Health	United Water and Sanitation District
Denver Water Department	Water Quality Control Division
East Cherry Creek Valley Water and Sanitation	West Adams County Soil Conservation Service
FRICO	