



Friends of Lake Monroe Watershed Coordinator Scope of Work

Friends of Lake Monroe is seeking an independent contractor to serve as Watershed Coordinator for the Lake Monroe Watershed.

The coordinator will work with representatives of the Friends of Lake Monroe (FLM) and the Lake Monroe Watershed (LMW) steering committee members to accomplish the objectives of the 319 grant agreement, including the following critical tasks:

- Execute all tasks in accordance with the decisions of FLM and LMW steering committee, as directed by the FLM board, meeting all grant deadlines.
- Engage stakeholders in the watershed and develop support for watershed protection and restoration from landowners, local government, state and federal agencies and local community organizations.
- Organize and facilitate public and steering committee meetings, as required by the 319 grant agreement or called for by the FLM board.
- Attend FLM bi-monthly meetings to report on progress.
- Develop and publish a watershed management plan (WMP) gathering public input and instituting an education and outreach program. The watershed plan will include all elements listed in the State's *Watershed Management Plan Checklist* (updated 2009).
- Conduct windshield and desktop surveys during the development of the WMP to characterize the land use and to identify problematic locations. Maps of the project area and spatial data collected by project partners will be created by the watershed coordinator and used to assist in determining critical areas.
- Plan and conduct outreach and educational activities and watershed tour.
- Write/create electronic and printed newsletters, newspaper articles, brochures, presentations and website information.
- Complete the scheduled grant tasks and prepare and submit grant reports to IDEM as outlined in the FLM 319 grant agreement.
- Explore and implement techniques to calculate nutrient and sediment loads to Lake Monroe.

Skills, Knowledge, Abilities and Experience Required

- Leadership development and meeting facilitation
- Flexibility, versatility and must be well organized
- Knowledge of GIS applications and usage
- Excellent verbal, written and computer skills for communication and contact with diverse individuals and audiences to foster and maintain cooperative working relationships
- Knowledge of applicable federal and state law and regulations.
- Meeting and event planning
- Grant administration and fiscal management of non-profit organization projects
- Experience and ability to work independently, with minimal supervision, and handle dynamic work situations when necessary

Qualifications

- Bachelors or higher degree in environmental science, natural resources, agriculture, watershed management or related fields. Master's degree preferred. (Applicable work experience may be considered equivalent to master's degree.)
- Successful candidate must be an outgoing self-starter with good management, analytic, computer, marketing and communication skills.
- Course work or experience providing understanding of hydrology, water quality, non-point source pollution and remediation.
- A valid Indiana driver's license will be necessary.

Location and availability: Activities associated with fulfillment of the aforementioned tasks require a commitment typical of a full-time effort and a sustained presence in the vicinity of Bloomington and Lake Monroe, Indiana. Meetings and other activities will frequently occur at night and on weekends.

Compensation

This is a 2-year contract including properly documented mileage and/or travel expenses, based on the LMW 319 grant agreement budget. Office space, computer and software will be provided by Friends of Lake Monroe. Compensation will be \$42,500 per year, for a two-year contract.

Anticipated contract start would be November 2019.

E-Mail description of qualifications and resume to:

Sherry Mitchell-Bruker, friendsoflakemonroe@gmail.com