

**Auburn Water & Sewerage Districts  
Position Description**

**Watershed Outreach Coordinator**

<b>Department:</b>	Lake Auburn Watershed Protection Commission	<b>Reports To:</b>	Watershed Manager
<b>Effective Date:</b>	January 2025	<b>Grade Level:</b>	7
<b>FLSA:</b>	Non-Exempt		

**GENERAL SUMMARY:**

Under the direction of the Watershed Manager, the Watershed Outreach Coordinator conducts community outreach and education through planned events, public presentations, social media, and lessons. The position is responsible for developing educational talks on watershed protection, scheduling events and outreach venues, and using social media to connect with the communities within the Lake Auburn watershed. This position will also include monitoring the watershed lands for activity that may compromise water quality.

**ESSENTIAL JOB FUNCTIONS:**

- ◆ Develop public educational sessions on topics including, but not limited to:
  - How the public can help protect their drinking water source
  - Lake Auburn watershed and an overview of area and associated waterbodies
  - Recreational activity opportunities on Lake Auburn and in the watershed
  - Stormwater runoff and erosion prevention for residents and other property owners
- ◆ Schedule, coordinate, and implement public events and presentations.
- ◆ Promote community engagement in the protection of Lake Auburn water quality
- ◆ Assist in implementing the watershed septic inspection program, providing outreach to landowners
- ◆ Create educational documents on water quality and source protection to provide to the public, including newsletters
- ◆ Routinely contribute content to LAWPC social media accounts regarding Lake Auburn water quality protection and community engagement opportunities
- ◆ Assist in writing, applying for, and managing program-related grants
- ◆ Develop and implement watershed lessons and activities for school students
- ◆ Conduct public outreach on recreational opportunities on Lake Auburn and in the watershed that also includes a focus on water quality protection
- ◆ Monitor the watershed for responsible recreation
- ◆ Manage online trail maps, other public information, and LAWPC website
- ◆ Maintains regular, predictable, and reliable attendance
- ◆ Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- ◆ Places an emphasis on safety, efficiency, quality, and productivity
- ◆ Follows all District policies and procedures. Ensures compliance with all district policies and procedures with subordinates
- ◆ Performs other duties as assigned

**SUPERVISORY RESPONSIBILITY:**

None

**EDUCATION & EXPERIENCE:**

- ◆ Bachelor's degree or equivalent experience in a field that relates to the responsibilities of this position such as education, environmental education, environmental science or studies, or community outreach and/or volunteer management.
- ◆ Experience in planning, implementing, and evaluating informal educational programs and events designed for, and accessible to, a wide range of audiences.
- ◆ Familiarity with GIS software and data input
- ◆ Experience or familiarity with grant writing

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Ability to teach and communicate ideas effectively, both verbally and in writing, and via video conferencing
- ◆ Possesses excellent communication skills in person and via email and phone
- ◆ Can work productively with indirect supervision in a highly visible public-sector environment
- ◆ Ability to work collaboratively with other staff
- ◆ Great organizational skills, including planning, coordinating, and executing programs and events
- ◆ Skilled at organizing groups
- ◆ Computer competency in Microsoft Office software
- ◆ Competency with social media
- ◆ Valid driver's license required
- ◆ Willingness and ability to pursue professional improvement

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

This position works in the field and in the office environment. Fieldwork will include working in and around such locations as rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. Appropriate attire shall be worn for these occasions.

Office work is performed in a normal office environment. Operates computer, printer, photocopier, and other basic office equipment.

This position sometimes requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.***