



Friends of the Rio de Flag
Position: Part-time, 2-year
approx. 20 hours/week

Position Title: Watershed Group Coordinator
Position Level: Part-Time Temporary (2 year), approx. 20 hours/week
Position Contact: Chelsea Silva, Executive Director (deflagrio@gmail.com)
Location: Flagstaff, Arizona
Start Date: ~ March 1st, 2019
Website: www.friendsoftheriodeflag.org

POSITION DESCRIPTION:

The Friends of the Rio de Flag is hiring a Watershed Group Coordinator (“Coordinator”) who will: 1) lead in the development of a Watershed Group composed of a diversity of community stakeholders, and; 2) write a watershed restoration plan for the Rio de Flag river. In addition, the Coordinator will conduct public outreach and education throughout the watershed planning process to ensure that the watershed restoration plan (“the Plan”) captures the local community’s vision for watershed restoration. The Coordinator will work closely with a facilitation team and other partners to organize and carry out stakeholder interviews, watershed group development, and public meetings. Insights from these interviews and meetings will be used by the Coordinator to write a watershed restoration plan for the Rio de Flag. The Coordinator will augment the plan with reference to relevant reports and planning documents. Watershed planning efforts already underway between the City of Flagstaff, Coconino County, and the Friends of the Rio de Flag will act as a platform for launching watershed planning with a broader diversity of stakeholders. This is a part-time position funded by a Bureau of Reclamation WaterSMART Cooperative Watershed Management Grant (Phase I). The successful candidate will be evaluated by the Friends of the Rio Board of Directors after 12 months to ensure that the watershed planning project goals are being completed in a timely and effective manner. This position has the potential to extend beyond 2021 depending on the availability of funding.

ORGANIZATION DESCRIPTION:

The Friends of the Rio is a small, nonprofit organization that works to protect, restore, clean up, and improve the Rio de Flag stream and its tributaries in order to maximize their beauty, educational, recreational, and natural resource values, including the riparian habitats they provide. We partner with local schools to engage youth in outdoor, place-based curriculum focused on environmental stewardship and citizen science. In addition, we offer: public meetings and field trips with a watershed education focus; activities at community events such as Earth Day and Colorado River Days, and; community cleanup and weed pulling events. We provide an open, flexible environment for self-motivated individuals and opportunities to gain valuable experience.

The Friends of the Rio de Flag is committed to community-driven watershed planning for the Rio de Flag that engages key stakeholders and local residents in identifying the social and ecological benefits and issues associated with the Rio de Flag stream. Community engagement and education builds a common understanding of our watershed and will help Flagstaff and Coconino County plan for the future of the river. Focus on watershed

planning is a critical step in Flagstaff, Arizona where a diversity of stakeholders share the social, economic, and environmental benefits (as well as drawbacks) that an ephemeral river provides for the community.

WORK ENVIRONMENT:

This position is primarily expected to occur as a work from home position although office space is available at Natural Channel Designs, Inc. Stakeholder interviews, watershed group meetings, and public meetings will be held at local facilities and in neighborhood spaces along the Rio de Flag that the Coordinator will reserve as needed.

THE TEAM:

The Coordinator will work closely with a dedicated Board of Directors and the Executive Director for the organization. In addition, the Coordinator will be expected to work in close coordination with watershed group members, the public, and a facilitation team who will help coordinate watershed group and public meetings.

PRIMARY FUNCTION/PURPOSE:

Extensive outreach and partnership building are critical to watershed planning for the Rio de Flag. The Coordinator will work to engage a diversity of stakeholders that represent: local, state, and federal governments; local tribes; nonprofit organizations; business and industry; the education sector, including universities; recreation groups; vulnerable population advocacy groups, among others. Further, the Coordinator will organize public meetings to engage local residents in watershed planning. The Coordinator will be part of a core team of individuals from the Friends of the Rio Board, the City of Flagstaff, and Coconino County who will meet regularly to plan watershed group agendas and public engagement strategies. The data collected from stakeholder and public input combined with research will be used by the Coordinator to write a watershed restoration plan. The Coordinator will request input on the draft restoration plan from watershed group members, including the Friends of the Rio Board of Directors, and the public.

MAJOR RESPONSIBILITIES AND DUTIES:

- Provide coordination between project partners, key stakeholders, and the public
- Lead the development of a watershed group through stakeholder interviews, meetings, and development of a memorandum of understanding
- Plan and facilitate watershed group meetings and public meetings in coordination with facilitation specialists
- Research relevant reports and planning documents for inclusion or reference in the watershed restoration plan
- Develop a watershed restoration plan
- Promote watershed planning events (including public meetings) through door-to-door canvassing, social media and website management, listserv emailing, and newspaper and blog post publications

OTHER RESPONSIBILITIES:

- Lead outreach through public meetings, tabling, and online communications
- Research funding opportunities and write grant proposals to fund projects under the watershed restoration plan beyond 2021

COMPENSATION:

Part-Time, Temporary –\$30/hour at approximately 20hrs/week with semi-flexible schedule

QUALIFICATIONS:**Required:**

- BA, BS or equivalent experience in Nonprofit Management, Watershed Management, Environmental Sciences, or related field
- Self-motivated, organized, and able to work independently
- Excellent time management skills
- Public engagement experience (public meetings, interviews, surveys, etc.)
- Excellent written and verbal communication skills
- Facilitation training or experience
- Knowledge of Microsoft Office
- Flexible schedule (availability Mon-Fri 8am-5pm but some evening and weekend work will be required)

Preferred:

- Familiarity with the Friends of the Rio de Flag
- Familiarity with the Rio de Flag watershed
- Experience working with GIS
- Access to own transportation

Other Preferred Qualifications:

- Grant writing experience
- Nonprofit management
- Teaching experience
- Experience with Constant Contact and WordPress

TO APPLY:

Please send a resume, cover letter, writing sample, and two references to Chelsea Silva at deflagrio@gmail.com.

Please state: **Watershed Group Coordinator** in the subject line. Application deadline January 31st, 2019. Interviews will take place during February 2019. Position start date: ~ March 1st, 2019

Qualified individuals with disabilities and those from diverse backgrounds are encouraged to apply. We provide reasonable accommodations for qualified individuals upon request.

TASKS BY TIMFRAME:

Mar. 2019 – Jan. 2020 tasks: The Watershed Group Coordinator will conduct stakeholder outreach in the first 60 days of the project period to expand stakeholder membership, with an outreach plan completed in the first two weeks of the project. Outreach tasks to be completed by the Coordinator will include one-on-one contact with potential stakeholders, attendance at board meetings, and development of an introductory letter, a fact sheet, multi-media presentation, press release(s), and development of a website. Interviews will be conducted as needed to determine stakeholder priorities for watershed planning. Stakeholders will be invited to attend three ½ day workshops (see below).

Information gathering will begin 30 days into the project period and continue throughout the first year of the project period and will include research on current watershed conditions and GIS mapping, as well as synthesis of data gathering during previous watershed planning efforts. GIS data will be requested from the City of Flagstaff, Coconino County, and other potential stakeholders. GIS mapping and spatial analysis will assist in interpreting information collected during the first year of the project period. GIS services will be conducted by the Watershed Coordinator in collaboration with partners. These data will be used to create a framework for the watershed restoration plan and will be presented during the second stakeholder meeting. Data will be made publicly available through an online database (Google Drive) according to permissions of partners. Information gathering will be carried out by the Watershed Coordinator.

A local facilitation and environmental planning consultancy group will be hired approximately 60 days into the project to assist the Coordinator and the expanded watershed group in the development of group fundamentals including a memorandum of understanding, communications plan, and vision and goals of the group. Stakeholders will participate in three ½ day workshops held every two months from May 2019 – October 2019. Workshops will be organized as follows: 1st) Identification of watershed needs and opportunities; definition of group fundamentals (and official acceptance of stakeholders into group as “watershed group members”); 2nd) Introduction and discussion of draft watershed restoration plan framework and; 3) Subcommittee identification; definition and scope of public workshops finalized. Entities that are not interested in watershed group membership will still be encouraged to get involved with current or future watershed-related projects.

Next, the Watershed Coordinator will conduct interviews as needed with new watershed group members to identify problems and opportunities across the watershed. This will be followed by targeted research on member-identified problems and opportunities as well as research on current watershed conditions.

Beginning in October 2019, the Watershed Coordinator will work with the facilitation team to begin public outreach in coordination with the watershed group. The Coordinator will develop communication and outreach materials to inform residents about the watershed and opportunities to be involved in watershed planning (i.e., public workshops).

Public workshops will be organized in winter 2019 to gain an idea of community concerns and preferences for projects that would improve conditions in the watershed. Workshops held over a 6-week period will be organized by watershed reach (6 reaches) and will serve as a method for identifying problems, needs, and opportunities not identified through the initial stakeholder/watershed group engagement process. The facilitation team will plan and facilitate these workshops in coordination with the Watershed Group Coordinator. Promotion of events will be carried out by the Watershed Group Coordinator and watershed group members. Data gathered during these workshops will then be synthesized by the Coordinator. Interested community members will be invited to participate in the crafting and review of the draft watershed restoration plan during August and October 2020.

Mar. 2019 – Jan. 2020 project milestones: Expansion of the watershed group through stakeholder outreach and workshops to develop watershed group fundamentals and define the scope and outcomes of a watershed planning process; identification of problems and needs in the watershed through stakeholder workshops and interviews; framework for watershed restoration plan completed; GIS mapping and analysis initiated; public outreach and education materials developed, and; identification of public views on problems and needs in the watershed and potential conceptual projects.

Feb. 2020 – Sept. 2020 tasks: The Watershed Coordinator will continue adding detail to the watershed restoration plan framework. Public input gathered during public workshops (including conceptual watershed management projects) will be incorporated. The Watershed Coordinator and facilitation team will coordinate two ½ day watershed group workshops to review data gathered during public workshops and plan for public meetings. Subcommittees and any interested community members identified during public workshops will work with the Watershed Coordinator to elaborate on sections of the plan.

Two public meetings held at separate locations across the watershed will be held within a two-week period between July and September 2020 to present the draft watershed restoration plan. These meetings will provide residents with the opportunity to provide final comments on the draft plan. The facilitation team will facilitate these meetings with aid from the Watershed Coordinator.

Feb. 2020 – Sept. 2020 project milestones: Public input collected and incorporated into watershed restoration plan; presentation of the watershed restoration plan provides final opportunity for public comments.

Oct. 2020 – Feb. 2021 tasks: Following public meetings, the Watershed Coordinator will incorporate final comments and finish the watershed restoration plan and conceptual projects by January 31, 2021. A final Reclamation report will be completed in the last two months of the project period and submitted no later than February 28, 2021.

Oct. 2020 – Feb. 2021 project milestones: Completion of a watershed restoration plan and general watershed management project concepts, and completion of a final Reclamation report.