

## **Itasca Waters Coordinator Position**

**Location:** Grand Rapids, MN, Itasca County.

**Classification:** Half-time, about 20 hours per week position with a flexible schedule.

**Reports to:** Itasca Waters Board of Directors' designated liaison.

### **Organization Description:**

Itasca Waters, a 501(c)3 nonprofit organization, is a volunteer-based, water-advocacy group with the mission of working with others to protect Itasca County's six major watersheds and its abundant clean waters and quality habitats. Our board members come with a variety of skills and backgrounds, including those with experience from Itasca County AIS, Itasca County Association of Lake Associations, Itasca County Environmental Services, Itasca County Soil and Water, Minnesota Board of Water & Soil Resources, Minnesota Pollution Control Agency, Minnesota Sea Grant, RMB Environmental Services, and the U.S. Forest Service.

Some of Itasca Waters' activities have included: organizing an annual Youth Water Summit for Itasca County fifth graders, establishing the Itasca County AIS program, sponsoring water quality studies on area lakes, and other education and information programs to protect our waters. In 2018, we launched a Shoreland Initiative focused on helping lake owners improve their shorelines and ways to keep lakes healthy through information about buffer zones, native shoreland plants, controlling runoff, and other topics.

We are supported by members' donations and grants.

### **Summary of the Coordinator's position:**

The coordinator will support Itasca Waters' mission and work with the Board as we implement our new Shoreland Initiative, increase our membership, and pursue grants. This is a half-time, 20 hour/ week position with a flexible schedule.

### **Primary Responsibilities:**

- work closely with the Itasca Waters Board of Directors and other volunteers on our Shoreland Initiative, membership drives, and grant applications,
- act as a coordinator between Itasca Waters and community partners involved in our events and initiatives,
- represent Itasca Waters at community functions, and
- attend monthly and quarterly meetings of the Itasca Waters Executive Committee and Board of Directors, taking minutes if the Secretary is unable to attend.

### **Secondary Responsibilities:**

- communicate with board members regarding meeting agendas, project updates, and related calendar items,
- respond to emails to our organization and route them to appropriate board members,
- check the post office box as requested by the Treasurer,
- maintain and update website information regarding events, calendar, educational information, and projects,
- monitor Facebook, adding information as needed about events,
- maintain Itasca Waters administrative records, and
- work with the Board and volunteers on fundraising initiatives.

**Compensation:**

- \$20,000/year for the part-time position.

**Minimum Qualifications:**

- The candidate will have strong organizational, computer and writing skills, self-management experience, and willingness to help build partner relationships.

To apply for this position, email your resume to [ItascaWaters@gmail.com](mailto:ItascaWaters@gmail.com).

Deadline for submission is March 27, 2019.