



## Project Coordinator Gypsum, CO

*Winner of the 2018 Healthy Workplace Award  
from Vail Valley Partnership's Success Awards*

**Our Mission:** *Eagle River Watershed Council has a mission to advocate for the health of the Upper Colorado and Eagle River basins through research, education and projects.*

**Our Watershed:** The Eagle River Watershed covers 970 square miles, and is composed of hundreds of tributary streams, approximately 120 natural lakes and eight reservoirs. The Eagle River's headwaters are on Tennessee Pass and flow 77 miles through the towns of Red Cliff, Minturn, Avon, Edwards, Eagle and Gypsum before joining the Colorado River in Dotsero. Gore Creek is a significant tributary to the Eagle River and flows through the heart of Vail. These streams supply the water for all of Eagle County's population, as well as several Front Range communities, not to mention the fish, wildlife and 40 million people downstream, who depend upon the Colorado River for water.

Our backyard calls to visitors from around the world to enjoy the slopes at Vail and Beaver Creek; head out for a day of rafting, kayaking and fly fishing; explore the more than 350 miles of mountain biking trails and nearly 200 miles of hiking trails. Our rivers, streams and lakes are the lifeblood of these renowned recreational opportunities. The Watershed Council staff plays a critical role in protecting recreation, agriculture, drinking water, scenery, wildlife and special places.

Eagle River Watershed Council (ERWC) is seeking a Project Coordinator to join our growing nonprofit organization in protecting the rivers and streams of our valley. The Project Coordinator manages our stream restoration projects and volunteer events and oversees their logistics, budgets and timelines. These restoration projects are varied, and frequently entail revegetating streambanks, installing erosion control features, improving habitat, protecting native fish and mitigating noxious weeds. The Project Coordinator serves as the point of contact for volunteers, who are utilized to expand our capacity and engage the community. Our projects support us in meeting our mission (see above) through boots-on-the-ground initiatives. The Project Coordinator reports directly to the executive director.

### **Key responsibilities**

- Work with staff, committees, ERWC board and others to identify and prioritize projects that meet the guiding principles, initiatives and priorities in the ERWC Work Plan.
- Manage logistics and equipment/supplies in advance of the annual Community Pride Highway Cleanup and annual Eagle River Cleanup, as well as all projects.
- Inventory, manage and maintain tool stock.
- Serve as the primary point of contact for project volunteers, contractors and collaborators.
- Draft requests for proposals (RFPs) and provide feedback relating to the bids, as outlined in the ERWC Procurement Policy.
- Establish and communicate project goals, timelines, budgets and expectations.
- Implement projects, being mindful of goals/outcomes and constraints on budget and time.
- Recruit, manage and recognize project volunteers.
- Work with the Education & Outreach Coordinator (EOC) to incorporate educational elements within projects when appropriate.

- Work with the Development & Communications Coordinator (DCC) to attain grant funding by:
  - identifying potential funding sources
  - providing details for the project, to include goals/objectives/activities, budget details and timelines
  - reviewing final grant documents
- Following receipt of grant funds, collaborate on grant reporting processes with DCC by providing project accomplishments, photos, budgetary items and invoices, challenges and other details.
- Work with the DCC to promote projects and both annual cleanups.
- Communicate volunteer, contractor and partner information with the DCC for database capture.
- Maintain photos and details on project and cleanup accomplishments.
- Assist the DCC in soliciting, recognizing and maintaining relationships with event sponsors.
- Expand the community's awareness of our mission and impact.
- Participate in (and coordinate, as necessary) ERWC meetings, events and functions.
- Attend trainings to further develop relevant knowledge and skills.
- Develop and coordinate committees to support job initiatives as appropriate.
- Provide support as needed to the executive director, Board of Directors and staff/consultants.
- Share in the responsibility of maintaining the office/workplace.
- Take on other duties as assigned.
- Work with our team to continue to reduce the carbon footprint of ERWC.

**Specific Skills Desired:**

- Degree in natural resources preferred
- Project, event and volunteer management experience
- Grant writing experience helpful
- Able to communicate and motivate via written media as well as through public speaking
- Must be adept in MS Office, particularly Excel, Word; the Google suite
- GIS mapping skills a plus, but not required
- Spanish, a plus, but not required
- A willingness to learn and expand skills as necessary

**Personality that will thrive in this position:** A people person who is enthusiastic about sharing their passion for river protection with those around them. A persuasive communicator in both writing and conversation/public speaking. A self-starter with a positive outlook, exceptional organizational skills, attention to detail and a clear focus on priorities. A creative forward-thinker who enjoys working with diverse community stakeholders, board members and donors. A hard worker who can ask for direction and collaborate as part of a team, while also embracing autonomy to manage assigned projects. An enthusiastic individual with a sense of humor.

**Other Details:** Full-time salaried position. Typical business hours with some evening/weekend events. Flexibility available. Salary of \$43,000-53,000, dependent on experience. Competitive benefits include 401k; health insurance; 10 paid vacation days to start; 12 paid holidays; paid sick leave; wellness (ski pass, health club, etc) reimbursement; professional development; sabbatical policy. Work requires some physical exertion, such as walking, standing, lifting (up to 50 lbs), carrying, etc., sometimes in inclement weather.

**How to Apply:** Send a cover letter and resume to [jobs@erwc.org](mailto:jobs@erwc.org) by October 11<sup>th</sup>, 2021.

For more information about Eagle River Watershed Council,  
please visit [www.erwc.org](http://www.erwc.org)

Eagle River Watershed Council is committed to creating a diverse environment and is proud to be an equal opportunity employer. Eagle River Watershed Council recruits, employs, trains, compensates and promotes regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or other protected status as required by applicable law.