

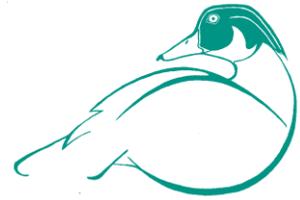
Cacapon Institute

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February 7, 2017

Position Announcement Watershed BMP Specialist

*We do not discriminate based on race, color, national origin, gender, faith, or sexual orientation.
We strive to be inclusive, regardless of age or disability, and seek a diverse workforce and audience.*

This position is a full time, permanent, position. The Watershed Best Management Practices Specialist is funded by, and will support, the U.S. EPA Chesapeake Bay Program and WV DEP Chesapeake Bay Program. The successful candidate will participate in the full range of Cacapon Institute's non-profit activities including science research, tree planting and forest management, reporting, grant writing, and fundraising but, the primary focus will be gathering information on, and reporting on, a wide range of BMP installations in the Potomac Basin of West Virginia. BMPs are real-world conservation practices including rain garden installations, tree plantings, rain barrel & cistern installations, downspout disconnects, and a variety of stormwater runoff pollution mitigation practices. The successful candidate will work with a wide variety of public meeting including watershed associations, parent teacher meetings, homeowner association, park boards, town councils, and other groups, to promote BMP installations and gather data.

Responsibilities & Duties Include:

- Gather data on a wide variety of BMP's implementation and track data.
- Become familiar with the WV DEP Chesapeake Bay Program Watershed Implementation Plan and U.S. EPA Chesapeake Bay Program.
- Manage The Institute's "What's Your BMP?" online data collection tool.
- Ability to work independently creating work plans and schedules including frequent evening and weekend outreach to community groups.
- Desire to engage in hands-on conservation including tree plantings, rain garden installations, and stormwater runoff mitigation.
- Interest in public speaking to adult and youth groups.

REQUIREMENTS:

- Bachelor's degree, preferably in an environmental science or management field.
- Be personable, possess good "people skills" and a desire to meet and work with people from diverse backgrounds.
- Have an interest in travel, including long hours driving and overnight trips, and the ability to work irregular hours including weekends and evening.
- Possess exceptional organizational and communication skills including managing succinct written, and verbal, correspondence.

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we protect rivers and watersheds using science and education.*

- Demonstrate proficiency in MS Office including Word, Excel, Power Point, and publisher; a high degree of proficiency in data management in Excel, or Access; and the ability to learn project specific software including Google Earth, ArcGIS, Adobe Photoshop, etc.
- Reliable transportation, a valid license and good driving record, and ability to pass a background check (required by some school systems). Capable of strenuous outdoor activity, occasionally in inclement weather, able to lift 50 lbs. for fifty paces, walk three miles, and stand for several hours.

Compensation: \$25-30,000, depending on experience with mileage, overnight accommodations, and/or per diem. The Institute has a six-month probationary period in which the new hire must gain the requisite skills, and confidence, necessary for success. After the probationary period, employee will be eligible for benefits including 7% health reimbursement allowance, one-week vacation, holiday, and vacation pay.

DEADLINE: USPS postmark, or emailed to our office, no later than Monday, March 6, 2017.

TO APPLY: Please send resume with cover letter and contact information for three references via USPS or email. Cover letter should relate your experiences, abilities, and career objectives to Cacapon Institute's needs and programs. Generic or non-specific letters will not be accepted.

No phone calls please.

Send application or written inquires to CI@CacaponInstitute.org

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