



Lower Hudson Coalition of Conservation Districts

**Position Description
for
Coalition Coordinator**

The Lower Hudson Coalition of Conservation Districts is a coalition of Soil and Water Conservation Districts in the Lower Hudson River Watershed of New York State. The Coalition's mission is to serve as local leaders in a national-state-local partnership to preserve, protect, and enhance the natural resources with a focus on water quality of the Hudson River Estuary and its watershed.

The Coalition was formed in 1999 with assistance from the New York State Soil & Water Conservation Committee. The Coalition has received grants from the State to implement conservation projects and education and outreach programs in the Hudson River Estuary watershed. The Coalition is also the organizer of the Annual Southeast New York Stormwater Conference and Trade Show.

The Coalition seeks a motivated and capable individual to serve as Coordinator to take the Coalition to the next level. This pivotal position will oversee the program and lead efforts that serve as a catalyst to fund and implement Coalition priorities and projects throughout the Hudson River Estuary watershed.

Responsibilities

- Assist the Coalition in developing grant proposals
- Seek funding opportunities
- Keep our partners – federal, state, local agencies, not-for-profits, elected officials – updated on Coalition activities
- Facilitate communication among member Districts
- Schedule and coordinate Coalition meetings
- Assist the Coalition with the development of strategies for implementing Coalition's priorities
- Administer grants, including tracking expenses and progress and preparing reports
- Represent the Coalition at various meetings
- Plan and organize the Annual Southeast New York Stormwater Conference and Trade Show

Skills and Qualifications

- A Bachelor's degree in natural resources management or a related field is preferred.
- Work experience in a relevant field is highly desirable.
- An in-depth understanding of the work of Soil & Water Conservation Districts, including non-agricultural issues such as stormwater management and urban conservation is a plus.

- Good knowledge of natural resources issues in the Hudson River Estuary watershed is a plus.
- Proficiency in computer skills (e.g., Word, Excel, Power Point, Google Doc, Google Drive) is required.
- Experience in grant writing and grants management is desirable.

In addition, a candidate also must:

- be available during the work hours (M-F, 9-5) for meetings and working with partners,
- be comfortable working with partner agency representatives and elected officials,
- have good networking skills,
- be self-sufficient and able to work independently with minimum supervision, and
- have excellent communication skills.

Terms of employment

This is an independent contractor position, requiring only part time hours. The Coordinator will report to the Steering Committee of the Coalition. The Coalition will provide a work plan with mile stones for the Coordinator. The initial contract is for one calendar year. If the Coordinator is successful, the contract may be extended.

The Coordinator will work from a location of her/his choice in the Coalition region. However, the Coordinator is required to attend meetings and events from time to time. The Coalition region covers all the riverfront counties from Albany-Rensselaer south to New York City.

The Coordinator will be paid by the hour. Hourly rate will be commensurate with skills and experience. There are no benefits offered for this position.

The Coordinator will work between 10 and 15 hours per week. Hours and responsibilities can be increased if the Coordinator secures additional funding through grants or donations.

Application process

Please submit your resume and a list of accomplishments to Kevin Sumner (see below). The list of accomplishments should include:

- Natural resources conservation projects you have been involved with (please describe your role in the project(s))
- Your past experiences/work relationships with a Soil & Water Conservation District
- Successful grant applications

Submit your application via email to:

Kevin Sumner, Orange County Soil & Water Conservation District

Kevin.sumner (at) ocsoil.org