

## **Program Coordinator Job Description**

### **About the Damariscotta Lake Watershed Association:**

Founded in 1966, the Damariscotta Lake Watershed Association (DLWA) is committed to enhancing the quality of life in and around Damariscotta Lake, assuring enjoyment for all of its natural and human residents. Through our programs, DLWA is committed to protecting water quality, educating the next generation of stewards, providing information for community residents and visitors, promoting stewardship of open space in and around the watershed and encouraging healthy recreation. DLWA is based in Jefferson, Maine. For more information, visit [www.dlwa.org](http://www.dlwa.org).

### **Job Description:**

The Program Coordinator's role is to fill in for the Stewardship Coordinator and Educator while she is on maternity leave. The Program Coordinator's primary responsibility is to assist in planning, supporting and training volunteers, and providing leadership for the following programs:

- Water Quality Monitoring (in cooperation with the Water Quality Monitoring Committee)
- LakeSmart program to educate shorefront property owners about preventing non point source pollution
- Courtesy Boat Inspections
- Invasive Aquatic Plant Patrol (in cooperation with the Invasive Plant Patrol Committee)
- Invasive aquatic plant removal efforts in Davis Stream
- Wonders of Water education program with sixth graders (in cooperation with the Education Committee)
- Hooked on Fishing youth fishing event (in cooperation with the Hooked on Fishing Committee)
- Special events planning including annual meeting, field trips, and booths at community days (in cooperation with the Events Committee and the Outreach Committee)
- Trail maintenance on DLWA preserves (in cooperation with the Community Lands Conservation Committee)
- Land protection initiatives (in cooperation with the Executive Director and the Community Lands Conservation Committee)

Additionally, the Program Coordinator will assist with the following administrative duties:

- Publicity, including press releases and monthly e-newsletters
- Working toward Land Trust Accreditation through writing and editing policy statements
- Website content development and editing
- Fundraising, including grant writing and appeal mailings
- Office housekeeping chores
- Boat registration and maintenance
- Other tasks as assigned

### **Qualifications:**

Applicants should be willing and able to work independently and have a good work ethic. Good verbal and written communication skills are a must. Experience preferred in one or more of the following areas: writing, volunteer coordination, environmental education, nonprofit work, land trust work.

### **Dates and hours:**

This is a 10-month salaried position running from January 16 to November 15, 2012. The program coordinator will be expected to work 32-40 hours a week, which will include weekend work, especially during the summer.

### **To apply:**

Interested applicants should send a resume and cover letter to Julia McLeod at [Julia@dlwa.org](mailto:Julia@dlwa.org). Don't hesitate to call with questions at 207-549-3836. Thanks!