

**Tinker's Creek Watershed Partners**  
Part-time Temporary Position  
ends June 30, 2019

**Agency:** Tinker's Creek Watershed Partners (TCWP) is a nonprofit environmental organization. TCWP is an equal opportunity employer and provider.

**Position Location:** TCWP is located in Twinsburg, OH.

**Job Description:** TCWP is seeking a part-time employee to assist the staff with implementation of the Tinker's Creek Watershed Partners' programs and events. On a daily basis, the TCWP Assistant Watershed Coordinator will collaborate with the Watershed Coordinator in providing services to our member communities, organizing and implementing educational events, participating field activities as needed, coordinating volunteers, maintaining the TCWP website and social media accounts, and assisting with marketing and education material development. Event planning includes the Great Lakes Water Resources Forum, the annual Watershed Festival, the annual Mayors' Breakfast, the annual fundraiser, and others. This is a part-time temporary position with an estimated workload of **30 hours per week**.

**Summary:**

- Reports to the Tinker's Creek Watershed Partners Watershed Coordinator
- *Hours:* Part time; hours are flexible but typically between normal business hours. Normal business hours are 8:00 a.m. to 5:00 p.m.; however, sporadic weekend and evening work may be required.
- *Pay Range:* Pay range is \$12-\$15 per hour depending on experience.
- *Start Date:* The successful candidate should be available to start no later than **July 1, 2018**.
- *End Date:* This temporary position concludes on **June 30, 2019**.

**Required Qualifications:**

- Superior verbal and written communication skills. Strong interpersonal skills and ability to communicate effectively in writing and verbally with all personnel and partners at a professional level.
- Attention to detail, task-oriented, highly motivated, strong organization skills, self-starter, and superior analytical ability.
- Professional and respectful demeanor when communicating with private landowners and public agency personnel required.
- Ability to engage diverse stakeholders in a variety of settings, including phone calls, emails, conference calls, face-to-face meetings, and others.

- Ability to understand audience and purpose when communicating with stakeholders and effectively answer questions and concerns.
- Ability to work outdoors in various weather conditions and to traverse uneven terrain while carrying up to 25 pounds.
- Must have a safe work record with good ethics and dependable attendance record.
- Must be familiar with and able to use Microsoft Word, Excel, PowerPoint, and website updates.
- A personal commitment to attaining consistent levels of superior performance.
- Must have personal transportation, a valid driver's license, and auto insurance.

Interested candidates shall submit a resume and cover letter to Harry Stark via e-mail at [harry@tinkerscreekwatershed.org](mailto:harry@tinkerscreekwatershed.org).

**Deadline: July 27, 2018 or until filled.**