



Tinker's Creek Watershed Partners
The Northern Ohio Watershed Corps
Job Description – NOWCorps Program Manager



Interested applicants please send a resume and cover letter to Kate Chapel
(kchapel@tinkerscreekwatershed.org) by July 19, 2019

Tinker's Creek Watershed Partners (TCWP) is a non-profit, 501(c)(3) watershed organization officially established in 2006. Our mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. The Tinker's Creek watershed drains 96.4 square miles and is the largest tributary to the Cuyahoga River. The watershed area spans 24 communities in Cuyahoga, Summit, Portage and Geauga counties.

Together with our partners, Tinker's Creek Watershed Partners recognizes the importance of maintaining water quality throughout Northern Ohio. We also believe in educating the public and regional leaders to support behavioral changes that positively affect our water resources. The Northern Ohio Watershed Corps works with watershed groups, soil and water conservation districts, and other conservation nonprofits to facilitate outreach, education, capacity building, environmental stewardship, and stormwater management.

POSITION SUMMARY:

Under the direction of the Senior Project Manager and Executive Director, this part-time position (25 hours per week) will provide NOWCorps program monitoring, coordinate recruitment and training services, and assist with the technical aspects, evaluation, and program development for the Northern Ohio Watershed Corps funded by the Corporation for National and Community Service. The Manager will be a member of the Tinker's Creek Watershed Partners staff and will report to their Twinsburg office.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Recruit, interview, and screen all potential NOWCorps Members and volunteers.
- Maintain NOWCorps Member records including background checks, eligibility, documentation of hours of service provided, and oversee NOWCorps Members' compliance.
- Work with Host Site Supervisors to develop appropriate placements for NOWCorps Members. Conduct evaluation with Host Sites Supervisors regarding current members and service projects.
- Coordinate program planning meetings and training activities.
- Monitor program sites to ensure that project requirements and objectives are met on a timely basis. Assist sites in developing program objectives and evaluation tools.
- Serve as principal liaison to ServeOhio staff for day-to-day program implementation issues.

- Coordinate evaluation activities. Assist with the design and development of special studies to investigate unique aspects of the program.
- Compile, edit, and write qualitative and quantitative reports from NOWCorps host sites progress reports and annual renewal application to ServeOhio. Write aggregate sections of reports and analyze statewide impacts.
- Oversee online reporting. Set up authorized users, monitor data entry, provide technical assistance to program sites as needed and approve program data.
- Conduct site visits to provide technical assistance to Host Sites. Evaluate member experience and meet with Host Site Supervisors and relevant program staff to review records systems for adequacy to support member, program, and financial data.
- Assist with the development, execution and collection of sub-recipient Contracts (Memoranda of Understanding) between TCWP and the NOWCorps Host Sites; assure timely submittal of cost reimbursement and financial status reports.
- Develop and finalize NOWCorps orientation, training and other professional development opportunities.
- Provide trainings to TCWP staff and Host Site Supervisors.
- Conduct other duties as assigned to fulfill TCWP's mission.

REPORTS TO: Senior Project Manager

SUPERVISES: NOWCorps members

KEY ORGANIZATIONAL RELATIONSHIPS: This position works in close collaboration with:

- Host Sites Supervisors
- ServeOhio staff
- Program Volunteers

MINIMUM REQUIREMENTS:

- Bachelor's degree in nonprofit management, environmental science, or related degrees preferred and/or three years professional experience in environmental management, human services, community service, or related field
- Grant writing experience and/or development and fundraising experience
- Experience managing federal and/or state grants preferred
- Excellent verbal communication and interpersonal skills
- Strong writing, research and analytical/problem solving skills

- Demonstrated ability to produce high quality final products
- Knowledge of local environmental issues, stormwater management best practices and a commitment to improving water quality throughout the state, strongly preferred
- Proficiency in Microsoft Suite, and utilizing the Internet and social media
- Experience with Adobe Suite and WordPress preferred
- Ability to organize and coordinate various activities efficiently and with little supervision
- High degree of independence, flexibility, initiative, and commitment to the program
- Ability to deal effectively with a variety of people and work in a team environment

STARTING SALARY: \$20,000

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the following:

- manual dexterity sufficient to operate telephones, computers and other office equipment.
- physical ability to kneel, bend and perform light lifting.
- ability to write and speak clearly using the English language to convey information and be able to hear at normal speaking levels both in person and over the telephone.
- specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards and/or hazardous materials. Though work is normally performed in an office setting, this person must have the ability to travel as required to work with staff, Host Sites, and NOWCorps Members, meet with consultants, participate in conferences and outdoor activities such as but not limited to site visits, volunteer activities and project meetings.