



Tinker's Creek Watershed Partners  
The Northern Ohio Watershed Corps  
Job Description – NOWCorps Member Coordinator



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 and Brandywine Creek watersheds through community partnerships.

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.

REPORTS TO: NOWCorps Program Director

SUPERVISES: NOWCorps Members (in collaboration with their host site supervisor)

KEY ORGANIZATIONAL RELATIONSHIPS:

- Host Site Supervisors
- NOWCorps Members

STARTING SALARY: \$35,000

BENEFITS SUMMARY:

Full-time staff members are offered benefits that include health insurance, short-term disability insurance, paid holidays, mileage reimbursement, cell phone stipend, and retirement matching after one year of employment.

POSITION SUMMARY:

This full-time position (40 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. This position focuses primarily on member recruitment, member experience, and member professional development. The Coordinator will be a member of the Tinker's Creek Watershed Partners staff and will report to their Twinsburg office. This position is contingent on grant funding and requires a 90/10 split between the NOWCorps Program and TCWP funded tasks.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

*90% of time will be spent on the NOWCorps Program:*

### Primary Duties:

- Oversee and facilitate NOWCorps member recruitment (year-round with a focus on July-August).
- Assist with member interviews and on-boarding (August-October).
- Increase program awareness at colleges and high schools outside of active recruitment season.
- Assist as needed with compliance checks for the AmeriCorps National Criminal History Background Check process.
- Plan, facilitate, and execute NOWCorps orientation, monthly training, and other professional development opportunities including diversity, equity, and inclusion.
- Develop member engagement plan to help members interact and feel connected to the NOWCorps program.
- Produce social media content to promote the NOWCorps Program and its members.
- Create and monitor individualized member development plans for each AmeriCorps member.

### Additional duties as needed, including:

- Plan, facilitate, and execute Corps-wide event for Make a Difference Day. Assist members as they plan their own national service day activities.
- Develop NOWCorps Alumni program for engaging with former members and building stakeholder network.
- Partner with NOWCorps Program Director to provide supervision to host sites and ensure that AmeriCorps members are receiving quality supervision from their hosts sites (site visits, monitoring, etc.).
- Represent NOWCorps at professional conferences and other events to develop and expand partnerships.
- Produce press releases, brochures, and other marketing collateral.
- Maintain the NOWCorps page of the TCWP website in collaboration with the Program Director.
- Interact with local media outlets to promote the program.
- Present at conferences, to civic groups, etc. about the program in an accurate and effective manner.

*10% of time will be spent on TCWP duties:*

- Conduct other duties as assigned to fulfill TCWP's mission.
- Assist in writing grant application to ServeOhio to ensure the continuation of the program

## MINIMUM REQUIREMENTS:

- Experience with recruitment, volunteer management, and/or environmental education
- Experience with National Service is highly 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 desirable
- Proficiency in Microsoft Suite, Google Drive, and utilizing the Internet and social media
- Experience with Adobe Suite and WordPress preferred
- Proficiency in OnCorps is desirable.
- 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
- Ability to pass a federal background check

## 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 partners/stakeholders and participate in conferences and outdoor activities such as but not limited to site visits, volunteer activities and project meetings.

Pursuant to applicable federal and state law, any decisions regarding recruitment, employment, placement, compensation, benefits, training, transfer, promotion, and dismissal of personnel will be made without regard to race, creed, color, religion, age, sex, gender identity, marital status, citizenship, handicap, or national origin of the individual.