



NOWCorps Educational and Outreach Specialist

Contact for interested Members: Claire Ilersich, NOWCorps Member Coordinator at claire@tinkerscreek.org or 330-963-6863 x5104. Applications preferred by August 1, 2023, but position is open until filled.

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, **Erie Soil and Water Conservation District** 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 (NOWCorps) works with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits to facilitate outreach, education, capacity building, environmental stewardship, and stormwater management.

Overview and History of the Site

Erie Soil and Water Conservation District is committed to the protection, preservation, and restoration of natural resources by providing education, funding opportunities, and technical assistance to all land users. We have partnered as a host site with Tinker's Creek Watershed Partners since the NOWCorps program began in 2019. As a conservation district, we help to build the skills of our member with an on-the-job training approach. Throughout the service year, we work with our member to understand the basics of soil health and management, as well as watershed science and planning. Additionally, we focus on social science and fostering behavior change. We recognize that the adoption of conservation practices is not a linear process and cannot be completed with education alone. We work with our member to develop an understanding of the different decision making drivers that impact behavior development. Our office also uses various technology and software to complete our mission such as Canva, GIS, RTK survey, water quality monitoring equipment, etc. Each member is given an opportunity to develop their skills with these tools during their service year. In addition to District provided training, we also partner with several agencies, including Old Woman Creek Reserve that coordinates the Coastal Training Program. This program provides opportunities to develop the professional skills needed in natural resource fields.

AmeriCorps, a federal agency, brings people together to tackle the country's most pressing challenges, through national service and volunteering. AmeriCorps members and AmeriCorps Seniors volunteers serve with organizations dedicated to the improvement of communities. AmeriCorps helps make service to others a cornerstone of our national culture. Learn more at AmeriCorps.gov.

Skills and Qualifications: Must have a high school diploma or GED. Must have a valid driver's license, be insured, and have own transportation; eligible mileage will be reimbursed for service-related travel. Must successfully pass a comprehensive background and criminal investigation check. Must have an interest in or plan to pursue a career in natural resources or related field. Must be self-motivated and able to work independently and in a team. Must possess good organizational and communication skills and be capable of working with little supervision. Must be able to develop and maintain effective working relationships with employees and the public. Demonstrates maturity, cultural competency, and garner respect of all populations. Experience communicating with diverse audiences preferred. Must be willing and able to work outdoors in all weather, traverse by foot across rough and/or steep terrain, and load items weighing up to 50 pounds. Must be self-motivated and able to work independently and in a team. Usual hours of service will be Monday through Friday during the hours of 8:00am – 4:30. The ability to serve flexible hours, including weekend days and some evenings, is needed. Scheduled hours may fluctuate, increase, or decrease in consideration of seasonal changes such as inclement weather or other extended activities.

The NOWCorps member will receive programmatic training in addition to site specific training. Programmatic training is provided monthly and covers a variety of topics. Training content may include, but is not limited to first aid, CPR, volunteer engagement, native species planting techniques, stormwater permit requirements, facilitating public involvement, public education, etc.

Location:

***Erie Soil and Water Conservation District
Erie County Services Center
2900 Columbus Ave Rm 131
Sandusky, OH 44870***

Reports to: ***Assistant Director, Breann Hohman***

Duties and Responsibilities of the AmeriCorps member:

General Member Responsibilities

- Promote the Northern Ohio Watershed Corps through education and outreach activities
- Enhance skills and knowledge applicable to position through participation in related workshops, conferences, and training
- Plan, Facilitate, and Participate in group service projects for National Days of Service
- Attend all NOWCorps required meetings and trainings
- Complete activity & data reports monthly, required timesheets weekly, and any other reporting in a timely manner in the OnCorps online system
- All other duties as assigned within the limitations of this member description

Erie Soil & Water Responsibilities

This position will support outreach efforts of the Erie SWCD to increase natural resource management and motivate action through stewardship education and volunteer opportunities. The specialist will work

closely with Erie SWCD staff on education and outreach needs to expand the communication and marketing of District programs.

Outreach and Media

- Maintain social media accounts (FB, Twitter, IG) and website updates (using Later and Wordpress)
- Develop educational materials and graphics (using CANVA, Microsoft publisher, & Adobe InDesign)
- Develop educational and outreach media content including, but not limited to, news articles, blog posts, social media posts
- Develop/update in-person program opportunities
- Expand outreach of general District programming to partners, teachers, civic groups
- Provide quarterly reports of outreach including events, participants, and social media analytics
- Assist with outreach mailers for specific events and volunteer recruitment
- Specific Projects
 - Watershed Report Cards
 - Blogs
 - Conservation Stewardship Recognition

Engagement and Stewardship

- Develop partnerships and programs to build watershed awareness and stewardship
- Assist with planning and implementation trainings and outreach activities
- Plan and conduct stewardship events such as stream cleanups, tree plantings, and/or invasive vegetation removal (including recruiting volunteers, event planning, and coordination)
- Organize and maintain equipment needed for programs and activities
- Maintain contact lists and communication with volunteers
- Specific Projects
 - Firelands Coastal Tributaries Volunteer Stream Monitoring
 - G.R.E.E.N. Bean Litter Clean-up trailer
 - NACD Stewardship Week

Additional activities that fall within the goals of the program may be assigned with approval of the member, site supervisor, and NOWCorps staff.

Additional information: **Erie Soil and Water Conservation District** is accessible to individuals with disabilities. **Erie Soil and Water Conservation District**, Tinker's Creek Watershed Partners, and the Northern Ohio Watershed Corps will adhere to all regulations concerning nondiscrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation, sexual orientation, gender, gender identity and expression, marital or parental status, genetic information, military service, and religion.

Physical Requirements and Work Environment

The physical requirements and work environment described here are representative of those that must be met by an individual to successfully perform the essential functions of this position. 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 often performed in an office setting and outdoors, this person must have the ability to travel as required to work with Host Site staff/board, volunteers, partners, other members, and the public, participate in conferences and outdoor activities such as but not limited to site visits, volunteer or program activities, training events, and meetings.

Benefits: Member position begins October 10, 2023 and ends September 30, 2024. The member will be provided with a mandatory orientation October 10 – 13, 20, 2023 and relevant training monthly. This position is a **Full-time member** position and requires a minimum of 1700 hours of service over the service period. The member will receive a stipend of no more than \$20,000 FT and the stipend will be paid biweekly. Full-time members are also eligible for health insurance through this position and may qualify for childcare assistance. If the term of service is completed successfully, the member may be eligible for an educational award of \$6,895.00. The member will not be an employee of **Erie Soil and Water Conservation District** and is not entitled to any of the benefits or compensation **Erie Soil and Water Conservation District** provides to its employees.

The below signed recognize this as the Member Position Description and that the Member is to perform the duties detailed above during their Member Service Year. The below signed recognize that activities outside of the scope of this description require prior written approval by all the below signed prior to execution of those activities.

NOWCorps Member Signature

Host Site Supervisor Signature

NOWCorps Staff Signature