



NOWCorps Training 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, **Old Woman Creek National Estuarine Research Reserve (NERR)** 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.

Designated in 1980, Old Woman Creek NERR is part of a national network of 30 State-Federal partnership coastal reserves that address state and regional coastal management needs through research, education, and stewardship. The NERR System is administered by National Oceanic and Atmospheric Administration in collaboration with State partners and uses its network of living laboratories to help understand and find solutions to crucial issues facing America's coastal communities. Each of the 30 reserves, including Old Woman Creek, is comprised of four common sectors: Education, Research, Stewardship, and Training.

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 resource management, conservation, environmental education, environmental science, ecology, 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 garners respect of all populations. Experience communicating with diverse audiences preferred. Experience with ArcGIS, ESRI related products, CANVA, Microsoft Publisher, Constant Contact, and Adobe InDesign preferred- training could be provided. Usual hours of service will be Tuesdays through Fridays during the hours of 8:00 am to 5:00 pm. 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: ***Old Woman Creek National Estuarine Research Reserve; Mike DeWine Center for Coastal Wetland Studies; 2514 Cleveland Rd East, Huron, OH 44839***

Reports to: ***Coastal Training Program Coordinator, Emily Kuzmick***

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

Host Site Responsibilities

This position will support outreach efforts of the Old Woman Creek NERR to increase natural resource management and motivate action through stewardship education and volunteer opportunities. The specialist will work closely with Old Woman Creek NERR staff on education and outreach needs to expand the communication and marketing of Reserve programs.

Training and Media

- Maintain social media accounts (FB, Twitter, IG) and website updates (in collaboration with the ODNR IT Department)
- Develop educational materials and graphics (using CANVA, Microsoft publisher, & Adobe InDesign)
- Develop training 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 Reserve programming to partners, coastal professionals, and adult community groups
- Provide quarterly reports of outreach including events, participants, and social media analytics
- Assist with outreach mailers for specific events and volunteer recruitment
- Assistance with the following programs/projects
 - Nature-based Shoreline Certification Program
 - Clean Water Contractor Expo
 - Coastal Professional Development Training

Engagement and Stewardship

- Develop partnerships and programs to build watershed awareness and stewardship

- Assist with planning and implementation of trainings and outreach activities
- Plan and conduct stewardship events such as maintaining rain/native plant gardens, facilitating volunteer species monitoring program, 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
- Assistance with the following programs/projects
 - Phenological Species Monitoring
 - Frogbit Removal Program
 - Old Woman Creek's Rain and Native Plant Garden

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: OWC NERR is accessible to individuals with disabilities. **Old Woman Creek NERR**, 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, 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 Old Woman Creek NERR and is not entitled to any of the benefits or compensation Old Woman Creek NERR 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