



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, 2024, but position is open until filled.

About Us:

Northern Ohio Watershed Corps (NOWCorps) is a State and National AmeriCorps program, funded by AmeriCorps and ServeOhio, Ohio's Commission on Service and Volunteerism. *This is a paid service year position.* The NOWCorps program is sponsored by Tinker's Creek Watershed Partners (TCWP), a non-profit, 501(c)(3) watershed organization, whose mission is to protect and restore water quality and habitats of the Tinker's Creek watershed through community partnerships. NOWCorps partners with watershed groups, soil and water conservation districts, city and county government offices, and other conservation nonprofits who serve as host sites for our members. Through the host site, members facilitate outreach, education, capacity building, environmental stewardship, and stormwater management. NOWCorps position descriptions vary depending on the host site and service year focus and prospective members may apply to multiple NOWCorps positions at the same time.

Together with our partners, **Old Woman Creek National Estuarine Research Reserve (OWC 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.

Host Site Information:

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.

Basic Position Information:

Location: ***Old Woman Creek National Estuarine Research Reserve; 2514 Cleveland Rd East, Huron, OH 44839***

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

Member position begins October 8, 2024 and ends September 30, 2025. Mandatory orientation is scheduled October 8-11, 18, 2024, which will occur in person in Twinsburg, Ohio. 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 \$22,000, and the stipend will be paid bimonthly.

Usual hours of service will be Tuesdays through Fridays during the hours of 8:30 am – 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.

Benefits:

- Paid Orientation and training included.
- Programmatic and site-specific training. Content may include but is not limited to: First Aid, CPR, native species identification, hand and power tool training, volunteer engagement, and more.
- Federal Loan Deferment
- Full-time members eligible for health insurance
- Full-time members may qualify for childcare assistance.
- May be eligible for education award of \$7,395.00.
- Additional training reimbursement stipend of \$125/quarter (\$500 total)
- Eligible mileage reimbursement
- Ample opportunity for professional development and networking
- Free attendance to the Ohio Stormwater Conference

The member will not be an employee of OWC NERR and is not entitled to any of the benefits or compensation OWC NERR provides to its employees.

AmeriCorps Requirements:

- Must have a GED or high school diploma.
- Must be 18 or older by October 8, 2024.
- Must successfully pass a comprehensive National Service Criminal History Check (NSCHC).
- Must be a US citizen, national, or lawful permanent resident.

Preferred Qualifications:

- Possess a valid driver's license, be insured, and have own transportation
- Have an interest or plan to pursue a career in natural resource management, conservation, environmental education, environmental science, ecology, science communications, or a related field.
- Be self-motivated and able to work independently and on a team
- Strong communication, organizational, and interpersonal skills
- Demonstrate maturity and cultural competency
- Desire to serve the local community
- Experience communicating with diverse audiences preferred.
- Experience with ArcGIS and other ESRI related products, Canva, Microsoft Publisher, Adobe products, Constant Contact, and/or Survey Monkey preferred; training could be provided.

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.
- 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 outreach materials and graphics (using Canva, Microsoft products, & Adobe products)
- Develop training and outreach media content including, but not limited to, marketing newsletters, 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.

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.
- Capacity to position self to bend, kneel, and lightly lift.
- Capable of paddling canoe or kayak on own.
- Fluency in communicating in the English language, can convey information and listen.
- Capacity to utilize close vision, depth perception, and 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.

Additional information: Old Woman Creek 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.

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