

Beaver Watershed Alliance Watershed Stewardship Assistant (Paid) Part-time Position Description

Beaver Watershed Alliance is a 501c3 nonprofit organization with a mission to proactively protect, enhance and sustain water quality in Beaver Lake and the integrity of its watershed. Northwest Arkansas (and 1 in 6 Arkansans) relies on Beaver Lake as our Source Water drinking supply. We work closely with cities, counties, landowners, businesses, utilities, and a diverse stakeholder group to achieve our mission. We value our strong partnerships within the NWA community and are led by a 20-member Board of Directors, along with a dedicated staff with unique backgrounds in nonprofit and conservation work. The Beaver Lake Watershed Protection Strategy is our guiding watershed plan for achieving our mission and addressing water quality concerns.

The Watershed Stewardship Assistant part-time position includes work that promotes the organization's purpose and objectives and assists with advancing the Beaver Lake Watershed Protection Strategy.

Primary responsibilities for this position include leading and coordinating volunteer stewardship events with staff for conservation management on private and public lands, assisting with education and outreach efforts, and data management. You will work closely with the Executive Director, Outreach Coordinator and Alliance staff. Further details of these responsibilities are outlined below.

Stewardship work includes assisting with volunteer stewardship events, including but not limited to the following (may include evening and weekend work):

- Coordinating and leading waterway cleanups within the Beaver Lake watershed, including signature cleanups such as War Eagle Appreciation Day and the West Fork – White River Cleanup;
- Assisting Alliance staff with riparian plantings on public and private properties;
- Assisting Alliance staff with native plant plantings, seed collection events, invasive plant removal events on public and private properties.

Education and outreach efforts will include the following:

- Flyering, tabling and surveying for Alliance stewardship events, workshops, and field days;
- Delivery of Alliance publications and brochures to venues throughout watershed area;
- Assisting the Alliance in growing its volunteer base;
- Installing and/or maintaining Source Water Protection signage throughout the watershed area;
- Capturing photos and posting on Alliance social media;
- Contributing content for monthly E-news for stewardship activities;
- Soliciting donations of goods and services from area partners for events;
- Assisting Alliance staff with outreach needs.

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Data Management tasks will include:

- Collecting, storage, and archival of outreach materials for reporting and general storage of Alliance branded materials;
- Assisting with the input of metrics (number of volunteers, pounds of trash, etc) to show impacts;
- Assisting Alliance staff with reporting on stewardship, outreach and education events.

Basic Education & Skills Requirements:

- High School Diploma, or College level courses completed or Bachelor's Degree in Communications, Natural Resources, Biological Sciences or Related Field;
- Experience or additional education in watershed work;
- Knowledge of watershed management, water quality and natural resource management, knowledge of NWA region a plus;
- Interest in water quality issues in Northwest Arkansas;
- Diplomatic, ability to work with a culturally and politically diverse community;
- Ability to work with agricultural, business, government and environmental communities;
- Computer and software literate; Strong phone/email management skills required;
- Interest in creating and developing innovative ways to connect with current and new audiences;
- Public speaking skills and/or willingness to talk to an audience/provide guidance on stewardship and volunteer events;
- Strong writing skills, with ability to edit, utilize good grammar, and write creative content for publications, as well as contribute content to education and outreach media and social media;
- Organized;
- Self-motivated;
- Ability to work independently or with a team;
- Strong interpersonal skills;
- Experience working with volunteers;
- Willingness to carry out the mission of the Alliance.

This is an hourly position, for up to 15 hours per week at \$15/hour. Health care and retirement benefits will not be provided for this position. Mileage reimbursement will be provided at the federal mileage rate. A phone stipend and BWA apparel will be provided.

Submission of resume and a cover letter due by March 10, 2023 and may be submitted to becky@beaverwatershedalliance.org.

For more information about the Beaver Watershed Alliance please visit www.beaverwatershedalliance.org.

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