

Chagrin River Watershed Partners, Inc. (CRWP)
Program Associate
Posted August 26, 2008 until September 23, 2008

CRWP, a non-profit technical organization, is seeking applicants for the position of Program Associate.

The Program Associate is a full-time employee who reports to the Executive Director and works with member communities on flood control, erosion control, and other land use issues, including updating comprehensive plans, adopting ordinances, and developing and implementing NPDES Phase II Storm Water Management Programs. The Program Assistant also manages watershed studies and assists members in utilizing the results of these studies.

Chagrin River Watershed Partners, Inc.

- ❑ Nationally recognized watershed organization formed by the communities, counties, and park districts in the Chagrin watershed to provide direct one-on-one assistance to member law directors, engineers, planners, and other staff with flood control, erosion control, and other natural resource management issues related to land use change.
- ❑ Representing 36 communities and 94% of watershed cities, villages, townships, counties, and park districts in a 265 square mile watershed draining to Lake Erie east of Cleveland, Ohio.
- ❑ Programs focus on direct member assistance with flood control, erosion control, and water quality protection and include assistance with zoning code updates, development plan review, compliance with NPDES Phase II storm water rules, and grant applications. Programs also include policy research on watershed issues to support local decision-making and implementation of best land use practices.
- ❑ Successes include increasing local understanding of flood and erosion control issues and the use of low impact development storm water management; the adoption of local zoning to limit development near streams and wetlands; and significant increase in funding for member storm water management projects and watershed-wide studies of stream and wetland functions. CRWP is also a pilot program under the State of Ohio's Balanced Growth Program.
- ❑ Three (3) full time and one (1) part time staff.

Responsibilities of the Program Associate

- ❑ Provide direct services to Members including site visits, review of development plans, and grant applications for member priority projects.
- ❑ Assist local communities in developing, adopting, and implementing CRWP model regulations for riparian and wetland setbacks, erosion and sediment control, comprehensive stormwater management, and conservation development and Best Local Land Use Practices of the Balanced Growth Program.
- ❑ Assist with grant applications to fund CRWP operations and special projects.
- ❑ Manage projects for CRWP watershed studies under various grant programs.

Skills and Qualifications of the Program Associate

- ❑ Excellent presentation and writing skills.
- ❑ Ability to manage multiple projects for both CRWP programs and Member priorities.
- ❑ Ability to attend evening meetings on a regular basis.
- ❑ Three to five (3-5) years experience in storm water management, natural resource management, environmental policy, planning, or related field preferred.
- ❑ Experience in grant, program, and project management.
- ❑ Proficiency in ArcView, Microsoft Office, including PowerPoint, and desktop publishing.
- ❑ Bachelor's degree in biology, ecology, or related field required, with graduate degree in environmental planning, natural resource management, or related field preferred.
- ❑ Understanding of laws and policies governing land use and water quality management at the local, State, and Federal levels preferred.
- ❑ Ability to interact with the public and to conduct limited educational activities.

Salary & Benefits

- ❑ Salary range from \$35,000 to \$45,000, commensurate with experience.
- ❑ SIMPLE IRA retirement plan.
- ❑ Two (2) weeks paid vacation per year.
- ❑ Medical coverage, including dental and vision.
- ❑ Fast paced, energetic work environment.
- ❑ Equal opportunity employer.

How to Apply

- ❑ E-mail resume, writing sample (5 pages maximum), and 3 references to Amy Brennan at alh@crwp.org
- ❑ Applications will not be accepted without writing samples.
- ❑ Applications will only be accepted electronically.