



NOWCorps Education & 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, **Chagrin River Watershed Partners** 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:

Chagrin River Watershed Partners (CRWP) is a nationally recognized non-profit watershed organization that enhances quality of life by preserving rivers, planning for better development, and solving natural resource management problems. Founded in 1996 by communities and park districts in the Chagrin River watershed, CRWP provides technical assistance to local governments, businesses, and individuals and develops cost effective, nature-based solutions to flooding, erosion, and water quality problems as communities grow. CRWP currently represents 35-member cities, villages, townships, counties, and park districts and 91% of the land area in a 267-square mile watershed draining to Lake Erie east of Cleveland, Ohio. Our approach involving community decision makers and collaborative partnerships is key to CRWP's success. CRWP co-leads the Central Lake Erie Basin Collaborative, a network of watershed organizations and volunteer-based initiatives that work cooperatively to preserve and restore eight major watersheds and smaller direct tributaries to Lake Erie in Northern Ohio. Through the Collaborative, CRWP provides technical support to watershed organizations and communities from the mouth of Sandusky Bay to the western Pennsylvania border. Since our founding, CRWP has protected and restored over 47 miles of streams and 262 acres of wetlands, planted over 40,000 trees, protected 2,873 riparian acres and empowered thousands of people to protect streams at area outreach events. More information on our work can be found at crwp.org.

Basic Position Information:

Location: 35350 Lakeshore Blvd, Eastlake, OH 44095

Reports to: Project Manager, Kaylee Acres Eclov

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 Monday through Friday during the hours of 9:00am and 5:00pm. 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 Chagrin River Watershed Partners and is not entitled to any of the benefits or compensation Chagrin River Watershed Partners 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 education, tourism, marketing, economic development, biology, ecology, environmental science, natural resources, planning, or similar
- 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
- Must have or be pursuing a college degree or equivalent education in education, tourism, marketing, economic development, biology, ecology, environmental science, natural resources, planning, or similar
- Experience working with volunteers preferred
- Must possess good organizational and communication skills and be capable of working with little supervision
- Experience with natural resources field work preferred

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:

Engagement and Stewardship

General Responsibilities:

- Develop partnerships and programs to build watershed awareness and stewardship
- Coordinate and deliver programs for community officials, stormwater professionals, landscapers, natural resource managers, volunteers, schools, and the public
- Expand volunteer engagement in collaboration with communities, park districts and other partners; respond to inquiries from potential volunteers; and maintain spreadsheet of contact with potential volunteers as well as AmeriCorps alumni
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Key Projects:

- Assist staff in implementing the Northeast Ohio Master Rain Gardener program, including:
 - Manage marketing and outreach for the two courses in 2024
 - Manage program registration

- Assist with coordination, preparation, and planning of the installation of two public rain gardens
- Assist with preparation for in-person classes
- Plan and coordinate field trips
- Track metrics and present results
- Assist with stewardship events such as stream cleanups, tree plantings, and invasive vegetation removal

Outreach and Media

General Responsibilities:

- Develop, deploy, maintain, and evaluate social media and marketing materials
- Collect stories and digital media from members, partners, funders, volunteers, and staff
- Assist with branding and messaging

Key Projects:

- Assist with the production and dissemination of monthly updates (or newsletters) featuring technical services, educational programs, stewardship events, and funding opportunities
- Develop weekly themed social media updates to educate the public
- Attend meetings with community agencies to develop partnerships and activities, and to increase awareness around programs, volunteer opportunities, and educational opportunities
- Assist with outreach events in the Chagrin River watershed and across Northeast Ohio
 - Including but not limited to: Arbor Day Events, Earth Day Events, County Fairs, NEORSD Open House, and other member requests
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Technical Support

General Responsibilities:

- Assist in the preparation of non-federal grant applications and reports as needed
- Conduct stream and wetland habitat assessments as needed

Key Projects:

- Provide technical resources and recommendations on watershed stewardship to communities, professionals, businesses, landowners, and residents
- Assist with Ohio Urban Stormwater Monitoring project
- Assist staff with project management as needed

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
- Fluency in communicating in the English language, can convey information and listen
- Capacity to utilize close vision, depth perception, and adjust focus
- Ability to traverse uneven terrain while carrying field equipment

Generally, the working conditions are good with little or no exposure to extremes in health, safety hazards, and/or hazardous materials. Work is often performed in an office setting and outdoors in various weather conditions and terrain. Field work is often weather, season, and project dependent. This position can expect approximately 90% of time spent in an office setting and 10% spent outdoors. This person must have the ability to travel as required to work with Chagrin River Watershed Partners staff, board, volunteers, other members, and the public, as well as participate in conferences and outdoor activities such as site visits, volunteer activities, and project meetings.

Additional information: Chagrin River Watershed Partners is accessible to individuals with disabilities. Chagrin River Watershed Partners, 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