

Photo by Tom Till Photography

PROGRAM COORDINATOR

TYPE: Full-time exempt, 40 hrs/week, flexible work schedule to accommodate project needs including travel and working occasional weekends.

LOCATION: Grand Junction, Colorado

SALARY/BENEFITS: Based on education and experience. Range is \$50,000 - \$57,000/year plus benefits including health insurance, continuing education stipend, holiday/vacation/sick pay, 403(b)7 retirement plan, and employee assistance program.

APPLICATION DIRECTIONS: Please send cover letter, resume, and three references in one document via email to rlloyd@riversedgewest.org, with the title "Last Name_PC_Application_2021" word and PDF files only. Applications must be received by 5:00pm November 15, 2021 for consideration.

ABOUT RIVERSEDGE WEST

RiversEdge West (REW) is a non-profit organization advancing the restoration of riparian lands through collaboration, education and technical assistance. REW has been working to help people restore native vegetation and to manage invasive plant species in western riparian areas since 1999. We are based in Grand Junction, CO and work with partners throughout the Western US.

POSITION DESCRIPTION

We are seeking an individual to work in the dynamic field of riparian restoration. The Program Coordinator will work closely with REW staff, as well as many organizations, agencies, and individuals to support restoration efforts throughout the western United States. This position has several priorities, one of which is furthering REW's Tamarisk Beetle Monitoring Program. The goal of the program, which is entering its fourteenth year, is to provide land managers, restoration practitioners, researchers, politicians/legislators, and the general public with information on the distribution and potential impacts of the tamarisk beetle. This position is also responsible for several GIS tasks including managing REW's ArcGIS Online data, coordinating the monitoring and reporting of multiple watersheds through a shared geodatabase, and supporting REW's Executive Director and staff needs for mapping and GIS products. Finally, this position will provide technical support for REW's annual conference, workshops, and webinars as well as work with other REW staff to develop grant applications and foster sponsorship support for REW programs and events.



DUTIES AND RESPONSIBILITIES

This position reports directly to the Associate Director. Primary responsibilities described below may also include support for other REW programs.

- Coordinate and lead both internal and external components of the Tamarisk Beetle Monitoring Program.
- Collaborate with federal and state agencies, monitoring subcontractors, and land managers to plan, develop funding for, and implement tamarisk beetle monitoring (includes grant writing).
- Maintain current partner relationships and develop new partners as tamarisk beetles continue to move into areas of Arizona and California.
- Each year develop map products, including static and dynamic (AGOL) versions of the annual tamarisk beetle map, based on new monitoring-year data.
- Provide GIS and technical support for partner watershed groups.
- Work with partner watersheds and the University of Utah DigitLab to fully populate and report on restoration geodatabases each year.
- Work with state and federal legislators in an effort to develop new legislation and funding sources for monitoring and restoration in the Southwest.
- Support REW's annual conference by providing technical support and assistance developing the conference agenda.
- Conduct GIS mapping, data management, and maintenance of online geodatabases; to include the conversion of data from other sources (e.g. kml, gps, xls).
- Ability to develop and maintain a budget for program needs, apply for applicable grants, and manage grants and associated subcontracts.
- Ability to develop and manage website content to increase online communication of REW's monitoring program, information about the distribution and impacts of the tamarisk beetle, and support the newly developed Southwestern willow fly catcher (SWFL) Habitat Improvement section of the website.
- Provide public presentations, webinars, and outreach on the distribution and impacts of the tamarisk beetle and related restoration practices.
- Conduct trainings for partners on monitoring protocols and restoration.
- Research, coordinate, draft and/or edit technical papers and REW products.



QUALIFICATIONS

- Ability to work in a team setting.
- Must have knowledge and/or experience working with, current trends in conservation, land management, and riparian restoration.
- Three to five years of restoration or practical environmental science and project management experience; preferably working knowledge of western US riparian ecology.
- Strong written and verbal communication skills.
- In-depth understanding of developing/implementing monitoring techniques and protocols.
- Demonstrated ability to form relationships and work with diverse stakeholders including landowners, funders, state and federal agency personnel, and other nonprofit staff.
- High level outreach, communication, organizational, and multitasking skills.
- Proven proficiency in GIS using ArcMap and ArcGIS Online is a requirement; experience with ArcGIS Pro is preferred.
- Computer skills (Word, Excel, etc.).
- Ability to work with partners from an apolitical perspective.
- Exceptional organizational and time management skills.
- Willingness to perform administrative work in a controlled environment/office setting.
- Working knowledge of MS Office and GIS software is desirable.

SPECIAL JOB REQUIREMENTS

- Must have a dependable car and valid driver's license, registration, and insurance for travel throughout Colorado, Utah, Arizona, New Mexico and other western states
- Ability to work a flexible schedule, including evenings and weekends as needed
- Current or willingness to obtain First Aid Certification
- Physical ability to hike, backpack, and raft (oar boat)

EDUCATION

Undergraduate degree from an accredited university or college is required – an advanced degree is preferred. REW is open to a range of educational backgrounds, including: physical/environmental sciences, conservation, natural resource management, GIS or related field.

For more information, contact Rusty Lloyd via email at rlloyd@riversedgewest.org or by phone at (970) 256-7400.



www.RIVERSEGEWEST.org

