



## Audubon Society of Rhode Island

### Stormwater Training Coordinator Job Description

**Summary:** The Audubon Society of Rhode Island (Audubon) is seeking a qualified candidate to oversee the launch of the Providence Stormwater Innovation Center at Roger Williams Park (Innovation Center). Audubon is working in partnership with the City of Providence and The Nature Conservancy of Rhode Island to create the Innovation Center. When fully operational, the Innovation Center will provide 1) hands-on and in-classroom training on stormwater system design, implementation and maintenance, concentrating on green-infrastructure methods 2) data on the water quality impacts of green-infrastructure stormwater treatment, 3) opportunities for public education on stormwater pollution and treatment.

The Coordinator is a new, grant-funded, 18-month position. Continuation of the position past 18 months will be contingent on successful future grant applications. The Coordinator will work under the supervision of Audubon's Senior Director of Policy and in coordination with outside partners to ensure the successful launch of the Center.

**Work location:** The Coordinator will have office space at Audubon's Smithfield office, 12 Sanderson Road and desk space at the Boathouse at Roger Williams Park.

**Selection Process:** Applicants who meet the required qualifications will be screened based on the clarity, completeness and content of their application materials. After initial screening, the most competitive applicants may proceed to an interview.

**Work Schedule:** This position works a 35-hour work week, and is classified as exempt from overtime pay provision. Audubon's typical work schedule is 9:00 a.m.–5:00 p.m. Monday–Friday.

#### Job Duties

The ideal candidate will have the following competencies:

- **Optimizes work processes:** Understands how to get things done using effective and efficient processes with a focus on continuous improvement.
- **Ensures accountability:** Holds self and others accountable to meet commitments
- **Drives results:** Consistently achieves results, even under tough circumstances
- **Collaborates:** Builds partnerships and works collaboratively with others to meet shared objectives.
- **Values differences:** Recognizes that different perspectives and cultures bring value to an organization.

- **Communicates effectively:** Ability to develop and deliver multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- **Instills trust:** Gains the trust and confidence of others through honesty, integrity, and authenticity.
- **Nimble learning:** Learns through experimentation when tackling new problems, using both success and failures as learning opportunities.
- **Situational adaptability:** Capable of adapting approach and demeanor in real-time to match the shifting demands of different situations.

**JOB DESCRIPTION:** The Coordinator will staff the Stormwater Innovation Center, ensuring that grant deliverables are completed on time, on budget and are of the highest quality. The Coordinator will work with the Innovation Center’s leadership team and Advisory Committee to leverage expertise and resources and ensure that the Innovation Center’s programming is meeting the needs of stormwater professionals throughout Rhode Island and Southeast New England. The Coordinator will ensure that water quality testing and community engagement are effective and empower community members to reduce stormwater pollution.

**Primary Job Duties include but are not limited to:**

**DOCUMENT STORMWATER BMPs.**

- Collect information on the technical specifications, costs and maintenance protocols for all stormwater treatment systems in Roger Williams Park.
- Design and implement qualitative monitoring for stormwater treatment systems.

**DESIGN AND DELIVER TRAINING**

- In conjunction with the Advisory Committee, create curriculum for stormwater training.
- Deliver at least 4 trainings.
- Develop on-line portal for training materials and best practices.

**DESIGN, COLLECT, ANALYZE WATER QUALITY DATA**

- In conjunction with URI, establish water quality monitoring program using Watershed Watch for lake monitoring at 6 stations and inflow/outflow monitoring using Innovation Center partners.
- Recruit and train community volunteers to install and measure rain gauges.

**OUTREACH AND PUBLIC ENGAGEMENT**

- Assist with the development of educational materials.
- Install picture posts and create program to collect photographs.
- Organize cyanobacteria monitoring.
- Share progress with GIC Nature at Work E- News.

**EXPLORE SUSTAINABILITY STRATEGIES FOR INNOVATION CENTER**

**Experience, Qualifications, Knowledge, Skills**

- Bachelor's degree in environmental science, planning, natural sciences or environmental studies with an emphasis in ecology, hydrology, or a related field; or, the equivalent combination of experience and education in a field with appropriate application.

- Experience working collaboratively in teams.
- Understanding of and familiarity with principles of stormwater management.
- Ability to write and edit information in a clear and concise manner and to assemble large, complex documents, including but not limited to, email, meeting summaries, progress reports for grant administration, and summary reports for management.
- Demonstrated ability to effectively synthesize and orally communicate technical information to a wide variety of audiences.
- Ability to work collaboratively.
- Ability to act in a tactful and diplomatic manner and work on sensitive issues with diverse groups of individuals.
- Skills using Microsoft programs for document and spreadsheet production, presentation development, project management, data analysis, and online document collaboration and planning (e.g., Word, Excel, PowerPoint, Outlook).

**Supplemental Information: DESIRABLE QUALIFICATIONS:**

- Familiar with GIS mapping software.
- Experience working on websites and using content management systems for updating web content.
- Multi-lingual skills and multi-cultural experience appreciated.
- Basic website content management and updating

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:** Deadline pressure and interruptions due to changing priorities are not uncommon. The majority of time will be spent in an office environment but travel throughout Rhode Island will be required to attend meetings and oversee water quality monitoring. Occasional evening or weekend events may be required.

**NECESSARY SPECIAL REQUIREMENTS:**

- A valid Driver's License

**Application Materials:**

Applicants should submit a cover letter and resume/CV to: Audubon Society of Rhode Island, attention: Meg Kerr, Senior Director of Policy, 12 Sanderson Rd., Smithfield, RI 02917 or via email to [mkerr@asri.org](mailto:mkerr@asri.org). Please put "Stormwater Training Coordinator" in the subject line. Any additional questions should be directed to Meg Kerr, 401-949-5454 ext. 3003. Applications received by 5 PM on October 1, 2019 will be given full consideration.

Audubon Society of Rhode Island is an Equal Opportunity Employer