



BAYOU PRESERVATION ASSOCIATION

celebrate. protect. restore.

POSITION GUIDE

ORGANIZATION: Bayou Preservation Association, Inc.
POSITION: Project Coordinator
REPORTS TO: President and Chief Executive Officer
LOCATION: Houston, Texas

MISSION & VISION

Our mission is to celebrate, protect and restore the natural richness of all our bayous and streams.

Our vision is a network of healthy bayous, streams and watersheds.

ABOUT BAYOU PRESERVATION ASSOCIATION

The Bayou Preservation Association focuses on four key programs to accomplish its mission: bayou appreciation, bayou citizen science, trash-free bayous, and stream corridor restoration. Cross-cutting projects and initiatives – those that address the goals of more than one program – also continue, such as the annual Symposium, public policy review and response, and communications tools. It works to increase understanding of area bayous and creeks and their watersheds by providing educational programs and opportunities, activities and events to engage all the region’s demographics. Bayou Preservation Association also strives to expand stewardship and stewardship opportunities to improve the health of our watersheds, creeks, and bayous.

The Bayou Preservation Association’s values include science-based policies and actions, collaboration, community, and professional communications.

THE OPPORTUNITY

This is an opportunity to be part of a team shaping a long-standing environmental organization as it moves into an exciting new phase. This position will serve as the primary point of contact for managing contracts and contractors of the Bayou Preservation Association’s programs. Projects will span all organizational program areas, focusing primarily on bayou citizen science and stream corridor restoration. This position is ideal for an energetic person who loves Houston’s waterways and wants to participate in creating a dynamic organization for all bayou city residents.

POSITION SUMMARY

The project coordinator is a dynamic, hands-on position responsible for supporting all aspects of Bayou Preservation Association programs. Essential job functions include oversight and management of grants,

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contractors, and reporting as they relate to ongoing and new projects in our four main program areas: bayou citizen science; stream corridor restoration; bayou appreciation; and trash free bayou; and quality assurance for data projects.

RESPONSIBILITIES

- Prepare and maintain contract records.
- Track budget and invoicing for all contractors, contracts and program grants.
- Prepare written reports on quarterly, monthly or annual basis for grants/contracts and other funding requirements.
- Provide oversight and management of contractors, interns.
- Support Bayou Preservation Association programs for volunteers, including occasional classroom or field days.
- Write monthly newsletter article(s) highlighting program and project accomplishments, including social media and website content.
- Identify opportunities for grant funding for program activities, and support Bayou Preservation Association Development/Fundraising functions as requested.
- Serve as quality assurance officer.
- Oversight of Texas Stream Team volunteers, partnerships.
- Staff liaison for program committee(s) as assigned.
- Oversight of inventory, registrations, and maintenance of organization's vehicle, trailers, canoes/kayaks, technical equipment and tools.
- Flexibility to work evenings, weekends and holidays as requested. Work week may vary depending on community and volunteer events.
- Track and provide comments on policy and/or other bayou related issues.
- Track programs budget; support annual development of budget.
- All other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in water resource management, environmental or biological sciences or related field required; graduate degree preferred.
- Professional experience in project management and contract management preferred.
- Ideal candidate has experience with water quality monitoring, habitat restoration, removal and identification of invasive plant species.
- Excellent written and oral communication skills, including the ability to research and compose professional documents, develop lay-person and media-appropriate content, and to speak in public; Spanish (or another common Houston-area language) skills a plus.
- Strong interpersonal skills, including the ability to develop and manage productive relationships with partners, decision-makers, stakeholder groups, consultants, and staff.
- Demonstrated success in working in a team-oriented environment as well as ability to work independently, once trained.
- Proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook

- Ability to travel to meetings, presentations, and event locations (locally and regionally) in personal vehicle (mileage reimbursable).
- Ability to obtain and maintain Texas Driver's license, American Canoe Association paddling licensing, First Aid and CPR certifications as required.
- Detail oriented individual must be able to manage multiple concurrent projects and keep records.
- Passion for waterways and love of nature.
- Willingness to work on weekends, evenings, or outdoors for meetings, events, field work, etc.
- Positive attitude and fosters congenial work relationships.
- Ability to lift 30 – 40 pounds.

Benefits: Health insurance and retirement savings match available.

Application Procedure: Interested candidates should send a resume and cover letter to sbernhardt@bayoupreservation.org by September 18, 2019. Please reference position title in subject line of email. We will contact those candidates who most closely match our requirements.

Thank you for your interest.

The Bayou Preservation Association is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.