



## **JOB DESCRIPTION**

**Title:** Watershed Technician

**Status:** Part-time, temporary

**Compensation:** \$18-20/hour

**Reports to:** Executive Director

**Work location:** Remote/Verde Valley, Arizona

**Anticipated start date:** June 2022

**To apply:** Submit resume, cover letter, and references to [kalai@oakcreekwatershed.org](mailto:kalai@oakcreekwatershed.org) by May 27, 2022

## **OVERVIEW**

Oak Creek Watershed Council is seeking a Watershed Technician to organize and implement a dynamic fieldwork program including water quality sampling, social trail rehabilitation, pet waste station maintenance, and trash cleanup events throughout the Oak Creek watershed. Together with the Executive Director, the Watershed Technician will organize activities with project partners and volunteers, manage field support, and execute project deliverables in a timely manner. The position will include data collection, data entry and report writing, and creating educational content and outreach. The position will require use of a personal vehicle to travel to job sites and carry supplies. Mileage will be reimbursed.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Implementation (40 percent)**

- Perform field work, including water quality sampling, pet waste station management, recreation impact monitoring, or other project commitments as necessary.
- Lead cleanup events; manage risk in the field.
- Troubleshoot and problem-solve field equipment and logistics as needed.

### **Coordination (25 percent)**

- Communicate effectively and efficiently with project partners.
- Recruit, train, and schedule volunteers.
- Train and schedule any additional fieldwork team members; maintain Google calendars.
- Acquire necessary supplies and tools; oversee storage unit and inventory.

### **Outreach (25 percent)**

- Attend community events (such as Farmer's Markets, Earth Day festivals, etc.)

- Assist with organizational communications, which may include email updates, social media posts, and responding to phone calls and email inquiries.

#### Reporting (10 percent)

- Enter, analyze, and summarize project data.
- Maintain our volunteer database.

#### MINIMUM QUALIFICATIONS.

- Ability to navigate uneven terrain, wade in shallow waters, navigate steep slopes, work in adverse weather conditions, and have a risk-management mindset. Must also be able to lift up to 45 lbs.
- Willingness to travel for field work throughout northern Arizona, work long hours in the field, and work most holidays and weekends during the busy summer season. A typical week may include 3-4 days of work, Wednesday-Sunday.
- Must have a valid driver's license and reliable transportation.
- Familiarity with the Oak Creek watershed and Sedona area.
- A commitment to stewardship of water resources and ecologically important streamside habitats.
- Self-motivated and demonstrated experience working well with others.
- Excellent verbal and written communication skills.

#### PREFERRED QUALIFICATIONS

- Experience organizing and leading work in the field and/or background in environmental science.
- College degree.
- Experience with community outreach.
- Certification in Wilderness First Aid or Wilderness First Responder.

Oak Creek Watershed Council is a small organization where an employee may juggle a wide variety of tasks. Our ideal candidate will be dependable, trustworthy, and able to follow up with and complete tasks in a timely manner. The Watershed Technician will have the opportunity to participate in collaborative watershed management, gain skills in water quality monitoring, and practice effective science communication to a wide audience. There will be opportunity for professional development, as funds allow. The position is grant funded for one year; continued employment subject to funding and performance.

Oak Creek Watershed Council is an equal opportunity employer. We actively seek diversity in our candidate pools. Applicants of all identities are encouraged to apply.

**To apply: Submit resume, cover letter, and references to [kalai@oakcreekwatershed.org](mailto:kalai@oakcreekwatershed.org) by May 27, 2022**