



## JOB ANNOUNCEMENT

### Program Manager

The 30 Mile River Watershed Association is seeking applicants for the position of Program Manager to oversee and implement core erosion-control and water quality programs. 30 Mile is a nonprofit organization in Central Maine with the mission to work together for clean and healthy lakes, ponds and streams in our watershed. The Program Manager must be passionate about protecting our lakes while having the technical and project management skills and experience to support our extensive programming.

#### **Essential functions and responsibilities:**

##### ***Water Quality Monitoring***

- Oversee water quality monitoring program for the watershed, collecting data to track the health of the lakes and ponds in the watershed
- Sample up to 10 lakes and ponds bimonthly, May through October, collecting temperature and dissolved oxygen profiles and water samples
- Coordinate fieldwork with volunteers who support data collection
- Keep detailed and organized data records
- Maintain field equipment

##### ***Youth Conservation Corps***

- Oversee the Youth Conservation Corps program to install conservation practices on lakefront properties for erosion control and water quality protection
- Conduct field visits to evaluate potential project sites and make recommendations to landowners
- Design erosion control projects, utilizing best management practices and complete necessary permit requirements for the Maine Department of Environmental Protection and municipalities
- Train and supervise crew made up of high school and college students
- Perform physically demanding labor to assist crew as needed
- Manage project schedule
- Maintain field equipment
- Maintain records of work completed

##### ***LakeSmart***

- Coordinate and promote the LakeSmart program for the watershed. This statewide education and reward program assists lakefront homeowners about lake-friendly practices that protect water quality.
- Provide technical assistance to volunteers in evaluating lakefront properties and making recommendations on best practices.

- Review volunteers' property evaluations for consistency with LakeSmart standards

### **Road Management**

- Provide technical assistance to municipalities and road associations in managing public and private roads that are impacting water quality
- Provide technical assistance and project oversight on grant-funded road construction projects
- Conduct outreach to road associations, lake associations and municipalities in road management best practices

Note: All program areas will require writing reports and newsletter articles.

### **Qualifications:**

- Bachelor's degree (Master's preferred) in natural resources, conservation biology, ecology, environmental engineering, environmental science or related field
- Four years' related experience including fieldwork and data collection. Trail building, watercraft, and water quality experience preferred.
- Commitment to 30 Mile's mission and passion for protecting lakes
- Strong project management skills to lead multiple projects simultaneously. Must be highly organized, detail-oriented and able to direct work assignments, set priorities, delegate tasks and meet deadlines
- Excellent written and verbal communication skills
- Ability to take initiative and work independently as well as collaboratively, with limited supervision
- Supervisory experience in managing diverse teams, in particular youth and retirees
- High proficiency in MS Office (e.g. Word, Excel, PowerPoint, Publisher) and experience with mapping software (such as ArcGIS)

**Work environment:** The Program Manager reports to the Executive Director and will be based out of 30 Mile's office in Farmington, Maine with some remote work optional. This is a full-time position with a flexible work schedule; occasional evening and weekend hours will be required.

**Compensation:** Competitive salary commensurate with experience. Benefits include matching retirement, health care reimbursement and generous paid time off.

**Start Date:** As soon as possible

**Application Process:** Interested candidates should submit a resume, cover letter and three professional references by email (as a single PDF) to Lidie Robbins, Executive Director, [lidie@30mileriver.org](mailto:lidie@30mileriver.org). We will begin reviewing applications on April 5, 2021.

**Website:** [www.30mileriver.org](http://www.30mileriver.org)

All decisions are based on nondiscriminatory factors without regard to race, color, religion, sex/gender, sexual orientation, national origin, disability or status as a veteran. We promote a positive and healthy working environment with respect for diversity.