



BUFFALO NIAGARA RIVERKEEPER
Watershed Restoration Coordinator (Full Time)

Function: **Direct Riverkeeper's waterfront landowner stewardship and habitat restoration program.** Oversee and implement all aspects of: small scale habitat restoration projects along the Buffalo Niagara waterfront, 5 landowner stewardship trainings, educational materials, and the Restore Corps volunteer program.

Announcement Date: July 1, 2010

Close Date: August 6, 2010

Preferred Start Date: Early/Mid September 2010

Work Location: 1250 Niagara St., Buffalo, NY 14213

Reports to: Kerri Bentkowski, Director of Citizen Action Programs

Overview: Buffalo Niagara Riverkeeper is seeking a full time Watershed Restoration Coordinator to implement the Niagara River Riparian Restoration Program. The ideal candidate for the position will be a self-motivated, high-energy person with excellent interpersonal skills for interacting with the public. Experience and demonstrated achievement in program development and management, habitat restoration, grant writing and management, and working with multiple partners and volunteers is a plus. This position is funded for 2 years through September 2012 with the potential to reapply for funds.

Responsibilities for the first year (to include but not limited to):

Habitat Restoration (55%):

1. Recruit landowners to participate in targeted watersheds. Execute strategies to develop an ongoing pool of interested landowners and potential restoration sites. Implement application process, perform initial site assessments, and facilitate the application process. Track using a database.
2. Coordinate all communications with landowners of their acceptance into the NRR program and throughout implementation of the project.
3. Negotiate a landowner agreement that articulates the Riverkeeper's and the landowner's contribution to the project while ensuring that there will be full maintenance and no adverse action on the planting for a specified length of time.
4. With assistance from the Riverkeeper team, supervise an Americorps member to develop a new community-based volunteer corps dedicated to the hands-on implementation of new plantings and maintenance of prior plantings. Supervise the development of recruitment strategies, communications to volunteers, volunteer management, and volunteer recognition.
5. Facilitate the planning process and gain all necessary permissions and permits for no less than 25 on-the-ground restoration projects within the Niagara River Greenway's riparian zone.
6. Develop the preliminary, draft, and final site designs of project with input from landowner and technical partners. Restoration project types may include: tree, shrub, and meadow plantings, rain gardens, invasive species removal, and vegetative erosion control along stream banks and shorelines.
7. Coordinate the site preparation and removal of invasive plants for no less than 25 small scale, on-the-ground restoration projects with technical partners. Manage all purchasing, delivery, and return, if necessary, of planting materials, tools, rental equipment, and other supplies for the plantings.
8. Coordinate the installation of plants and mulching of the project with the volunteers. During the work day(s), include environmental education opportunities so that volunteers understand how the riparian planting will benefit water quality and wildlife. Write a short term and long term

maintenance plan for each project to guide the landowner in future maintenance. Monitor restoration projects to determine progress toward establishment and maintenance needs.

9. Write and disseminate press releases and media alerts to media with assistance from Riverkeeper team. Develop and install interpretive signage that will educate others about the value of the restoration project.
10. Manage all post-plantings activities such as thank you letters, website updates, volunteer appreciation, and tool cleaning. Write project summaries of projects within the NRRP that will be used in trainings and posted on the website.
11. Inform local land trusts about restoration projects and facilitate communication between the land trust and the landowner if a conservation easement is possible.
12. Respond to questions regarding the maintenance of NRRP projects. Coordinate an optional annual maintenance day for the landowner for up to three years.

Landowner Outreach and Stewardship Trainings (30%):

1. Identify communities and individual residential landowners with waterfront access to rivers, creeks, and streams within the Niagara River Greenway. Develop recruitment strategies for landowners and other interested citizens in the Greenway.
2. Implement recruitment strategies to enlist landowners for both the stewardship trainings and riparian restoration projects.
3. Develop and maintain positive relationships with natural resource professionals and agencies, interested landowners, chief elected official from municipalities within the Niagara River Greenway, universities, media, volunteers, and others associated with the trainings and projects. Identify new opportunities for partnerships with community groups.
4. Develop a curriculum for a workshop series and deliver no less than 5 highly substantive landowner stewardship trainings on topic areas such as: erosion control using vegetative best practices, stormwater management and rain gardens, forest and grassland restoration, invasive species management, maintenance of forest buffers, and native plantings for wildlife. Coordinate the assembly of all workshop materials and associated event planning.
5. Maintain the NRR website that is used as the primary communication tool for the program including: case studies of projects, workshop curriculum, resource materials, Restore Corps volunteer events, and other program information.
6. Research, develop, and implement a site tour that showcases best practices in riparian restoration and forest management as well as examples of poorly managed riparian areas.
7. Create written resource materials such as fact sheets and a maintenance guide specific to the Greenway. This guide will assist landowners in understanding the value of riparian area to water quality and wildlife as well as educate them about the short and long term maintenance of their riparian area. Research examples of similar documents and work with an advisory committee of technical partners to write and publish the document.
8. Implement a follow-up survey to and apply changes from evaluations.

Grant Writing and Project Administration (15%):

1. Research funding opportunities and develop no less than five grant applications and/or requests for in-kind contributions to directly support the trainings and restoration projects associated with the Niagara River Riparian Restoration program.
2. Manage the NRRP grants and provide the required tracking of deliverables and accounting of expenditures in association with Riverkeeper accounting staff. Provide thorough progress reports, both written and oral, to funders and donors, Riverkeeper staff and board members, and others.

3. Develop the work program and manage an AmeriCorps Service Member who will provide assistance in volunteer recruitment, coordination, training, scheduling, communications, and all other volunteer corps related tasks.
4. Oversee the overall scheduling of the program and the purchasing of plant materials and supplies.
5. Manage the contracting for any site preparation or technical assistance.
6. Prepare and manage an annual budget based on grant requirements and annual performance goals.
7. Keep management apprised of the program status and all relevant meetings, grant and media opportunities, and work days.
8. Attend and present at conferences and workshops to promote the restoration and protection of riparian areas for professional development and to promote the environmental progress occurring in the Greenway.
9. Other related duties as required.

Desirable Qualifications:

1. **Master's Degree preferred and minimum of five years experience** or Bachelor's Degree required with a minimum of five – ten years work experience in habitat restoration. Background may include forestry, environmental science, natural resource management, ecology.
2. Excellent written and verbal communication skills. Experience drafting publications and presentations.
3. Grant or proposal writing and management experience.
4. Experience with pesticide application and invasive species control.
5. Personal dedication to environmental protection and habitat restoration. Must have a working knowledge of Western New York's flora, fauna, habitats, and ecosystem.
6. Ability to interact professionally with the public and work with landowners.
7. Creativity, flexibility, strong collaborative skills.
8. Ability to work weekends and evenings, and in outdoor conditions.
9. Ability to lift 50 pounds. This position requires some physical effort.
10. Must be willing to travel locally. Personal transportation required and must have a valid driver's license.
11. Must be computer savvy and have a working knowledge of Microsoft Office, particularly Excel.
12. GIS/GPS experience a plus.
13. Experience supervising employees and/or coordinating volunteers.
14. Must be able to multitask, and prioritize to handle multiple deadlines.
15. CPR/First Aid certification helpful.

Compensation

Compensation is \$41,800 and there is a health insurance option available. Flexibility in work schedule.

Buffalo Niagara Riverkeeper

Since 1989, Buffalo Niagara Riverkeeper has worked towards the protection and restoration of the Buffalo and Niagara Rivers and their tributaries. Riverkeeper's Citizen Action Program focuses on providing residents of the region with opportunities to increase their awareness about water pollution issues and actively participate in the restoration of the rivers.

Method of Applying:

Apply by mailing, faxing, or emailing a cover letter and resume or CV to: Kelly Mayer, Business Manager, Buffalo Niagara Riverkeeper, kmayer@bnriverkeeper.org/ 1250 Niagara Street, Buffalo NY 14213. Application Deadline: August 6, 2010– NO PHONE CALLS, PLEASE!