

Subject: Southwest Neighborhoods, Inc. (SWNI) Watershed Resource Center Manager Job Description	Effective Date:
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Watershed Resource Center Manager

Southwest Neighborhoods, Inc. (SWNI) is a nonprofit public benefit corporation that promotes citizen participation and crime prevention services by providing staff assistance to a Board of Directors, seventeen neighborhood associations, and three business associations in Southwest Portland.

General Description:

SWNI’s Watershed Resource Center provides tools and opportunities for keeping our rivers and streams clean by helping citizens improve the health of their watershed. This position is responsible for education, training, and community partnerships in watershed restoration, enhancement, and evaluation of watershed health; and maintains the Watershed Resource Center located in Southwest Neighborhoods, Inc.’s (SWNI) office.

This position is funded through a grant agreement with the City of Portland, Bureau of Environmental Services (BES). This position is currently funded for 36 hours a week and includes annual leave, sick leave, retirement and optional health insurance benefits.

Responsibilities:

1. The manager will be responsible for completing outreach and educational activities, including:
 - a. Fostering relationships with other agencies and citizen groups
 - b. Presentations to schools groups, congregations, and neighborhood associations
 - c. Provide informational displays about current BES watershed projects
 - d. Broaden volunteer base and have an ongoing list of things volunteers can do

2. Support a number of Southwest watershed groups (attend meetings, prepare agendas and minutes).

3. Foster good relationships with management and staff at SWNI.

4. Youth Education (participate in restoration events with BES Environmental Educator).

5. Adult and Family Learning (conduct at least four watershed tours a year).
6. Maintain photo journal of success stories.
7. Provide Resources to Community (maintain and promote lending library, tool inventory, public notices).
8. Support community in at least one grant writing project per year.
9. Administrative duties (attend meetings, prepare agendas and minutes, write monthly report, respond to phone and email messages, maintain databases, project tracking, and center organization).

Skills/Qualifications:

1. An independent, self-motivated, resourceful individual who works well with a variety of individuals and groups.
2. Excellent organizational skills and interpersonal communication skills.
3. Experience in outreach and providing public information.
4. Willingness to work a flexible schedule, including some evenings or weekends.
5. Experience in grant writing.
6. Knowledge of local watersheds (Tryon Creek, Fanno Creek, and the Willamette River)
7. Ability to use computer software such as Word, Excel, and Publisher.
8. Experience coordinating volunteers, working creatively, and multi-tasking.