



University of Wisconsin-Extension
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Cooperative Extension
Rock River Basin
Educator for Natural Resources

Job Announcement
Natural Resources Project Assistant
Supporting the Rock River Basin Educator

Location: UW-Extension Jefferson County Office, 864 Collins Rd, Jefferson WI (tentative)

Start Date October 2008 **End Date:** June 2009 However end date depends on hours worked per week

Salary: \$14 - \$16/hour (This is an ad hoc appointment and is not eligible for state of Wisconsin Retirement System benefits.)

Hours: About 500 hours, depending on salary. Work to be done primarily during normal business hours of Monday – Friday 8:00am – 4:30pm. Some rare evening or weekend work may be required.

Reports to: Suzanne Wade, UWEX Rock River Basin Educator 920-674-8972
The Rock River Basin Educator works on educational activities involving surface water quality, groundwater, wetlands, shorelines, and land use.

Essential Duties and Responsibilities:

1. Organize, host and facilitate a forum on Koshkonong Creek
 - a. Establish a small planning committee to determine details such as agenda
 - b. Handle logistics including location, date, time, audiovisual and refreshments
 - c. Contact speakers; confirm presentations, av needs etc
 - d. Promotion including articles, emails, direct mail to major landowners in the watershed.
 - e. Write a report including a summary of comments, participant contact information and suggested future steps.
2. Write articles for the Rock River Reflections newsletter and basin media releases.
3. Organize at least two 'Planning the Rock' Issue Team meetings to investigate the possible development of a website that would host interactive maps from the various computer models and plans being completed for the basin.
4. Handle logistics and publicity for two GFLOW model meetings, one for the communities and groups in the basin who helped fund the model, and another informational meeting for the general public.
5. Assist with the development of script and presentation on phosphorus, sediment and other nonpoint source pollutants in the basin.

Additional Tasks and Responsibilities:

While the following are not an essential part of the purpose of this position, they are additional duties that could be assigned depending on skills of successful candidate.

- Assist with updating Rock River Basin website
- Assist with design and logistics for stormwater education activities
- Other similar duties as assigned by supervisor

"Enriching people with knowledge, perspective, skills and aspirations."

Minimum Training, Experience and Abilities:

1. BA or BS degree with an emphasis in either natural resources, water resources, journalism, urban or regional planning, education or communication plus any combination of education and experience that provides appropriate knowledge, skills and abilities to perform duties.
2. Experience and ability working with stakeholders (citizens, elected officials, municipal staff)
3. Experience and proven ability to organize events, meetings or programs
4. Requires the ability to carry out instructions furnished in written, oral or diagram form
5. Proven ability to fulfill tasks within a given time frame
6. Requires the ability to communicate effectively to supervisor, co-workers, members of the natural resource issue teams and the general public both written and oral in English
7. Able to organize work and to work independently
8. Strong interpersonal skills in a team setting and on an individual basis
9. Enthusiastic and presents a positive image
10. Requires the ability to use computers, copiers and other office machines and the following programs: Microsoft Word, PowerPoint and Excel, desktop publishing and the Internet
11. Requires a valid drivers license, responsible driving record and a dependable vehicle
12. Requires the ability to do some lifting, carrying, pushing and pulling objects weighing up to twenty pounds

The ideal candidate will also have the following qualifications:

13. Experience in the development of electronic presentations and media releases
14. Knowledge of the natural resource issues within the Rock River Basin
15. Experience and ability facilitating groups
16. Experience and ability developing or updating websites

The selected candidate must successfully complete a criminal background check prior to the start date.

Applications Accepted until September 15 or until position is filled.

How To Apply:

Apply by sending a letter of interest and resume to suzanne.wade@ces.uwex.edu.

For questions on this position contact Suzanne Wade at 920-674-8972.

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