



POSITION OPENING: Contract Consultant Position Opportunity with ISWEP

The Iowa Stormwater Education Partnership (ISWEP) is a small nonprofit 501(c)3 organization that develops and delivers educational resources and technical services to member communities and organizations. ISWEP also provides training and certification programs for those who work to protect and improve water quality in Iowa. We are looking to hire a contract position to assist us with program activities on a part-time (.25 - .35) basis through the year. This could expand to half-time depending on work activities. The contract would be renewed annually based on job performance. Please visit IowaStormwater.org and RainscapingIowa.org to learn more about our programs.

This person will report to the executive director and provide services to achieve the ISWEP mission. The workload for this position can range from 5-40 hours per week and may range from a minimum of 520 hours to 760 per year depending on scheduled ISWEP toolbox meetings, special projects and training events. Some travel is required for periodic meetings, training events and conferences.

Position Responsibilities:

- Work duties include creation, design, review and editing of toolbox educational resources and may include coordination with vendors for processing, printing and delivery of resources. It also includes the development of a monthly online newsletter delivered to members. Member support includes locating, customizing and updating resources, website assistance and answering member questions, conducting research on requested topics, and summarizing regulatory documents.
- Duties also include making updates to the ISWEP website including the events calendar and member login area. Regular attendance at ISWEP meetings is expected along with periodic meetings with new members. Job duties also include marketing to new members.
- Additional responsibilities include coordination with ISWEP members in eastern Iowa for workshops and other training events. This includes organization of and presenting at training events that will include many of the certification programs offered by ISWEP that address construction site runoff control, green stormwater infrastructure (Rainscaping Iowa), stormwater and urban watershed management. Most events are conducted live but some are also offered online through live and pre-recorded webinars. Training coordination activities include: creating and updating PowerPoint presentations, making speaker arrangements, creation of training flyers, updates to the email distribution lists, sending certificates of attendance, delivery of PowerPoint presentations into an online storage system, and responding to registrant inquiries.
- This person will also attend statewide conferences to gain knowledge and market the ISWEP program.
- Grant writing and project implementation could be a minor work activity.

Hire Date:

The position would start January 2018 with the possibility for a later start.

Qualifications:

The coordinator will be committed to ISWEPs mission. All candidates should have proven coordination, writing, communication, website and social media experience.

Educational Background

- A degree in a science or environmental field or related experience, some exposure to stormwater management, green infrastructure, and pollution prevention is desirable but not necessary

Required Skills, Knowledge and Abilities

- Self-motivated and excellent organizational skills with the ability to meet set deadlines;
- Experience developing educational resources using numerous media including brochures, websites, and social media, this includes the entire process of moving from conceptual to final product;
- Ability to translate scientific information into educational resources and training programs for non-technical and public audiences;
- Strong written and verbal communication skills with experience in giving presentations, some training experience is desirable but not necessary;
- Experience with Microsoft software including Word, Excel and Publisher is necessary, use of InDesign software is desirable but not necessary

Compensation:

The hourly rate range is \$35-\$45 dependent upon experience and qualifications.

Application Deadline:

Please submit a cover letter and resume that highlight your experiences to psauer@iowastormwater.org by December 15, 2017. Direct your questions to Pat Sauer at 515-210-6619 or via email.