Position Description

Missisquoi and Trout Rivers Wild and Scenic River Study

Local Study Coordinator

The Missisquoi and Trout Rivers Wild and Scenic River Study Advisory Committee (Committee) is seeking a part-time (16-20 hrs/wk) Local Study Coordinator to assist and coordinate with the conduct of the three year Wild and Scenic River Study of the upper Missisquoi River and its tributary, the Trout River. The study area includes the communities of Richford, Westfield, Montgomery, Enosburg, Enosburg Falls, East Berkshire, Lowell, Troy, North Troy and Jay.

The position will be co-located with the offices of the Missisquoi River Basin Association in East Berkshire, VT (with potential flexibility for other acceptable arrangements). The position will report to the Committee through its officers (Chair, Vice Chair), with support from the full Committee, the National Park Service, and the Missisquoi River Basin Association.

MAJOR DUTIES of the position include:

- Coordination of regular (monthly expected) meetings of the Committee.
- Coordination of anticipated sub-committee meetings and activities.
- Development and maintenance of regular communication vehicles for the Committee, and its subcommittees, and between these groups and the 10 affected towns (and other key constituencies). Email, hard copy mail, newsletters, press releases, public notices and similar are expected.
- Assisting the Committee with research into the natural, cultural, and recreational resources of the upper Missisquoi and Trout Rivers.
- Assist the Committee with the development and execution of small contracts as necessary to bring additional expertise to the Committee's work (for example, web site development, GIS mapping, specialized research or similar projects that the Committee may choose to undertake).
- Assist the Committee with the hosting of events and public meetings.
- Assist the Committee with the development and writing of Draft and Final Study products, including a management/vision document for the river study area.

QUALIFICATIONS

The successful candidate will have substantial experience and comfort working in a community setting and coordinating activities, project focus, and priorities with a diverse group of local community boards and board members, conservation advocates, volunteers, agency staff, and other interested parties. The ability to work productively and comfortably in such a setting is a pre-requisite for successful candidacy.

The successful applicant should have demonstrated familiarity and experience in community planning, resource conservation, growth management, river or watershed conservation, or similar fields.

Effective written and oral communication skills are a must. Experience with basic word processing, database (Excel) usage and similar will be important. The position requires local and regional travel, the ability to attend evening and occasional weekend meetings, and interface effectively with local commissions. The candidate must be able to work efficiently and independently.

SPECIFIC KNOWLEDGE OR EXPERIENCE in the following areas is a plus:

- Professional knowledge and recognized expertise regarding the conservation of river and watershed resources.
- Familiarity with the study area.
- Demonstrated familiarity and experience with consensus building techniques.
- Professional knowledge of land use planning concepts, techniques, principles, and practices to apply to natural, cultural, and recreational resource issues and to growth management strategies.
- Professional knowledge of ecological principles to apply to planning for the conservation and protection of rivers and watersheds.
- Professional knowledge of land protection techniques such as zoning, conservation easements, and other tools used to conserve river resources.
- Professional knowledge of river protection techniques and processes applied at the local community level through working with citizen groups and local government.
- An ability to write and pursue grant applications.

ADDITIONAL REQUIREMENTS

- A valid driver's license is required. Travel within the Study area will require use of personal vehicle, with mileage reimbursement.

SALARY: Commensurate with experience ($20-$25 per hour). The position does not provide health or other benefits.

APPLY: Please send all inquiries by 12/9/09 to:

Chair, Wild and Scenic River Advisory Committee
c/o Missisquoi River Basin Association
2839 VT Route 105
East Berkshire, VT 05447
(or email to: mrba@pshift.com)