Position Description

York River Study Coordinator

The York River Wild & Scenic Study Committee (Committee) seeks a part-time Coordinator to assist with and oversee the development and completion of a three-year Wild and Scenic River Program Study of the York River watershed. The study area includes the communities of York, Eliot, Kittery and South Berwick.

The position will report to the Study Committee through its officers (Chair, Vice Chair) and to a representative of the Contracting Organization (Wells Reserve), with support from the full Committee and the National Park Service.

Major duties of the position include:

- Coordinating regular monthly meetings of the Committee.
- Coordinating anticipated sub-committee meetings and activities.
- Developing and maintaining regular communication vehicles for the Committee and its subcommittees, and to the 4 towns and other key constituencies in the Study area. Communication vehicles may include include e-mail, hard copy mail, newsletters, press releases, public notices, and meetings.
- Coordinating with the Committee and contractors research into the natural, cultural, built, economic, and recreational resources of the York River watershed.
- Coordinating with the Committee on 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 are part of the study).
- Coordinating with the Committee on the hosting of events and public meetings.
- Developing and writing Study products, including a York River Management and Stewardship Plan for the study area.

QUALIFICATIONS

The successful candidate should have experience working in a community setting and coordinating activities, maintaining project focus, and setting priorities with a diverse group of local community boards and board members, organizations, 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 experience in community planning, natural resource planning, growth management, river or watershed conservation, or similar fields.

Effective written and oral communication skills are a must. Experience with basic word processing and database usage will be important.

The position requires local and regional travel, the ability to attend evening and occasional weekend meetings, and interfacing effectively with local boards, businesses, and individuals.

The candidate must be able to work efficiently and independently.

Specific knowledge or experience in the following areas is a plus:

- 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, built, and recreational resource issues and to growth management strategies.
- Professional knowledge of ecological/natural resource principles and land-use management as they apply to community and natural resource planning.
- Public speaking and an ability to communicate effectively in writing; grant development and writing ability a plus

ADDITIONAL REQUIREMENTS

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

ESTIMATED TIME COMMITMENT: 12 to 16 hours per week with a 4 to 6 week break in the summer months.

COMPENSATION: $30 (thirty dollars) an hour. The position is an independent contractor, therefore no benefits are offered.

APPLY: Please send cover letter and resume to: York River Study Committee, C/O Wells Reserve, 342 Laudholm Farm Road, Wells, ME 04090. Or email them to: dest@wellsnerr.org

DEADLINE: Applications must be postmarked, or received via email by 5:00 p.m., by Wednesday, December 23, 2015.

START DATE: Anticipated start date is sometime between mid-January to early February

PMD: 11.25.2015