

Fellowship Job Description

Organization name (and applicable abbreviations): Fountain Creek Watershed Flood Control and Greenway District, FCWD

Organization City (primary work location): Colorado Springs

Website URL: <https://www.fountain-crk.org/>

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization):

The Fountain Creek Watershed District aims to protect and enhance the health of the Fountain Creek Watershed.

Anti-Discrimination Statement/Policy:

The Fountain Creek Watershed District complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

Supervisor Name: Hannah Mooney

Supervisor Title: Watershed Outreach Coordinator

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Summer Fellowship

Job Title: Watershed Outreach Assistant

Job/Role Overview:

The Watershed Outreach Assistant plays a crucial role in bolstering the Outreach and Education Program and supporting the District team through diverse responsibilities. These encompass, but are not restricted to, the management of outreach programs, event planning and execution, development of educational presentations and curricula, social media content creation and scheduling via Meta platforms, attending and reporting at monthly Citizens Advisory Group meetings.

Primary Responsibilities/Job Duties:

- Weekly Check-in meetings
- Social media posts
- Website updates

- E-newsletter support
- General outreach events and public interface
- Creek Week 2024 planning
- Meeting support
- Program Development and Improvement

Duration of Fellowship (number of weeks): 10 weeks

Average hours per week: 40 hours

Describe the on-site vs. remote expectations of this position (if hybrid, please include a percentage of in-person/remote):

This is a hybrid position: 60% remote, 40% in-person (dependent on the week)

Are there any specific expectations regarding remote work of which the fellow should be aware (e.g., the fellow will need their own computer when working from home, the fellow is expected to live in the primary city the organization is based in)?

The fellow will need their own computer, phone, and wifi for remote work. A vehicle and active driver's license is required for this position. The Fellow must live locally in Colorado Springs and expect to use their vehicle to transport outreach materials to and from events.

Describe what a typical week as a PIFP fellow in your office might look like:

Every week will be different depending on the scheduled events.

- Weekly check-in meetings with supervisor (zoom or in person)
- Content creation for website, social media, and the District monthly E-Newsletter; Fountain Creek Chronicles.
- 1-5 community engagement events per week such as educational presentations, tabling events, Liquid Lectures, outdoor festivals, and meetings with partners/ stakeholders.
- The fellow will receive a flexible timetable that accommodates the need to work weekend and evening events.

Pay per hour: \$17.00

Additional benefits offered to the fellow:

- Mileage Reimbursement
- Water(shed) Summit Conference at the Denver Botanical Garden
- Flexible schedule and ability to customize learning outcomes

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

Engaging with stakeholders across the watershed, educating the public by giving presentations and tabling at events, and helping to raise awareness of District presence across multiple communities.

The fellow will contribute to societal systemic change during this fellowship by:

The mission of the outreach and education branch is to educate, raise awareness, and ultimately drive behavioral changes that lead to improved watershed health. The District's outreach programs and educational curriculum are designed to inspire meaningful systemic advancement.

The fellow may also engage in direct service and impact the community in the following ways:

The fellow will get the chance to directly influence the community by sharing knowledge about the importance of community cleanups and fostering awareness regarding environmental protection and water quality.

Please provide specific examples about how the fellow might enhance their career readiness during this fellowship in the 2-3 most relevant areas:

- **Critical Thinking-** The remote aspect of this hybrid position is largely independent. The ideal candidate will possess time management and problem-solving skills.
- **Manage Information-** The fellow will quickly learn watershed health-related knowledge, teach that information to others, and critically interpret the district's history and future.
- **Personal and Professional Effectiveness-** The ideal candidate will be responsible for meeting deadlines for a number of weekly/ monthly/ full-fellowship term tasks. The fellow will have skills in accountability, self-motivation, and the ability to prioritize multiple assignments.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

The fellow can anticipate gaining valuable insights through transparent communication, engaging in collaborative teamwork, receiving mentorship, and guidance. Furthermore, they will have the chance to connect with community stakeholders and broaden their network by leveraging the district's well-established connections.

Qualifications and Expectations

Required qualifications/skills/expectations:

- Proficiency in relevant fields such as environmental science, public policy, community development
- An understanding of Watershed geography and fundamental principles
- Exceptional communication and public speaking skills
- Self-motivated and adept at time management
- Familiarity with Microsoft and Google software applications
- Flexibility to adapt, navigate, and respond to the inevitable changing circumstances inherent to this role
- Project management skills

Preferred qualifications/skills/expectations:

- An outgoing and friendly personality, adept at engaging with stakeholders and community partners through effective conversation and communication.
- Pertinent certifications, completed coursework, training, or educational emphasis in the fields of environmental studies, geography, or sustainability.
- Knowledge of digital marketing and social media platforms
- Experience in securing grants or fundraising to support projects/ community initiatives

Advice for applicants considering this fellowship:

The best fit for this position will thrive in a fast-paced, dynamic work environment. It is important to us that this fellowship is as much about the fellow's personal growth, as it is about contributing to our mission. The ideal candidate will have an open mind and be willing to embrace new experiences in this role.

Applicants interested in this fellowship should answer the following supplemental question on their interest form:

What interests you the most about this position?

What unique skill or asset would you bring to the table?