



## Lake Pend Oreille WATERKEEPER® Job Description – Associate Director

Lake Pend Oreille Waterkeeper (LPOW) is a non-profit organization dedicated to the protection of Lake Pend Oreille and its associated waterways through education, advocacy, and community engagement. Located in beautiful Sandpoint, Idaho, LPOW and its members work to keep our local waterways swimmable, fishable, and drinkable for future generations. LPOW is a member organization of the worldwide Waterkeeper Alliance, which is the largest and fastest growing movement focused solely on clean water.

### General Description

The LPOW Associate Director is responsible for assisting the Executive Director in all aspects of the management of the organization and its operations. This full-time staff person reports directly to the Executive Director of Lake Pend Oreille Waterkeeper and will be based out of LPOW's downtown Sandpoint office location.

The successful candidate will work closely with the Executive Director to:

- Raise the organization's profile within the community and garner support for complex issues related to water quality.
- Lead LPOW's citizen-science monitoring initiatives and educational programs.
- Share LPOW-related developments with members and the community at large through regular e-newsletters, social media posts, mailings and other means as needed.
- Prepare written documents and/or oral presentations addressing various LPOW programs and initiatives.
- Recruit, train, coordinate, and supervise volunteers and volunteer-based projects.
- Organize and staff public events.
- Help financially support the organization through various mechanisms including recruitment and management of members, grant proposal preparation, fundraising events, cultivation of major donors and other opportunities as they emerge.
- Develop and manage LPOW's website.
- Work on other projects and administrative tasks as assigned.

### Required Qualifications

- Bachelor's degree in a relevant field, such as environmental science or related field, or equivalent work experience.
- Demonstrated commitment to environmental protection.
- Computer proficiency, including Microsoft Office Suite.
- Ability to manage social media platforms.



- Ability to coordinate multiple projects, set realistic deadlines and manage a timeline.
- Ability to prioritize work according to the organization's needs.
- Ability to work with the public and citizens from diverse backgrounds.
- Ability to manage and analyze large data sets.
- Excellent communication skills, both written and verbal.
- Flexibility to accommodate irregular daily tasks.
- Commitment to Lake Pend Oreille Waterkeeper's mission.

### **Preferred Qualifications**

- Previous non-profit experience.
- Previous fundraising experience.
- Understanding of the Clark Fork/Pend Oreille watershed.

### **Knowledge, Skills, Abilities**

- Highly motivated self-starter with excellent multi-tasking abilities.
- Ability to work independently with minimal supervision.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Ability to facilitate meetings and communicate effectively.
- Flexibility to accommodate irregular daily tasks.
- Understanding of issues affecting regional water quality.
- Diplomacy and strong critical thinking skills.
- Driver's license and dependable transportation.

**Salary range:** \$35,000 - \$40,000, depending on experience. Position is contingent on continued funding.

**Start Date:** Immediate

**To apply:** Please email a cover letter, resume, three references, and a writing sample to [info@lakependoreillewaterkeeper.org](mailto:info@lakependoreillewaterkeeper.org) with "YOUR LAST NAME: Associate Director" in the subject line by May 15, 2020.

*Both local and non-local candidates will be considered for this position, but relocation expenses are not included.*