



## PUBLIC NOTICE

### LOWER MINNESOTA RIVER WATERSHED DISTRICT

#### LETTER OF INTEREST: Education & Outreach Coordinator

---

#### **EDUCATION & OUTREACH COORDINATOR**

**Job Location:** Variable  
**Duration:** Part-Time - Permanent  
**Application Deadline:** March 6, 2024

##### Section 1. General information

The Lower Minnesota River Watershed District (LMRWD) invites applications for a consulting Outreach & Education Coordinator who will lead education, community outreach efforts and assist in communications in accordance with the LMRWD Watershed Management Plan, as amended. The LMRWD is a special purpose unit of government, organized under MN Statutes Chapters 103B and 103D, with an office located in Chaska, MN. The LMRWD is responsible for managing water resources within the LMRWD and is the local sponsor for the US Army Corps of Engineers maintenance of the Minnesota River 9 foot navigation channel. This is a contracted position and is anticipated to be part-time. *All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information and marital or familial status.*

##### Section 2. Qualifications

A degree in communication, environmental science or education, or a related field is preferred. A Bachelor's degree or equivalent experience in any of the above disciplines is the minimum requirement. Three to five years of experience in community outreach, environmental education, or public relations/communications; experience with an environmental or conservation organization is preferred. Experience managing grant awards, contractors, and/or volunteers. Possess a general knowledge of watershed resources.

Demonstrated ability to develop and manage programs. Demonstrated experience in the development and production of communication tools and products. The candidate must possess strong interpersonal skills and demonstrate proficiencies in community engagement and the communication of technical information to the general public.

##### Section 3. Description of the Position

The Outreach & Education Coordinator (O&EC) works under the direction of the District Administrator to coordinate, with the LMRWD's partners, implementation of the education and outreach goals articulated in the LMRWD's Watershed Management Plan. This individual will be primarily responsible for the Citizen Advisory Committee (CAC) for the LMRWD and developing a program for Citizen Engagement. Additionally, this individual will be responsible for developing and distributing educational information across all media types and tracking the effectiveness of targeted education and outreach campaigns. The O&EC is a strong communicator who is knowledgeable about watershed activities.

The O&EC builds an expanding network of diverse individuals and organizations that understand the importance of the Minnesota River and advocate for its protection and restoration. They inspire the public and decision makers to make choices that improve the Minnesota River; to instill in stakeholders, teachers, students, and decision makers an environmental awareness; to promote watershed education; to produce all forms of educational media, programs, and seminars in cooperation with state agencies, communities, and. The O&EC creates a vibrant and creative media presence through the

LMRWD's own print and electronic media, and by providing regular content to and maintaining positive relationships with local and regional media outlets.

#### Section 4. Duties and Responsibilities (not listed in order of priority)

- Works with a high degree of independence, while communicating and strategizing regularly with the District Administrator and the Board of Managers.
- Serve as the LMRWD's liaison to its Citizens Advisory Committee
- Manages direct reports, and volunteers across multiple functions while building a positive, collaborative and results-driven culture.
- Develops grant proposals to fund programs and projects; manages grants awarded.
- Develop partner-based watershed education plans to support the LMRWD.
- Represents the LMRWD to decision makers, at meetings of governmental agencies, non-profits, and community groups to cultivate participation in the LMRWD.
- Educates decision makers on watershed restoration practices and policies.
- Conduct targeted education campaigns to achieve and document increased understanding of the Lower Minnesota River and the behavior changes in support of its protection and restoration (i.e. reducing fertilizers, managing flows).
- Maintains working relationships with K-12 and university education sectors
- Responsible for the production and distribution of periodic press releases, displays and exhibits, interpretative signage and project reports.
- Oversee the LMRWD's web and social media content.
- Develops detailed annual workplans and budgets.
- Responsible for tracking and reporting on outreach actions and program success.
- Perform other duties as assigned by the District Administrator.

#### Section 5. Knowledge, Skills, and Abilities

- Knowledge of leadership techniques and the ability to build and effectively motivate groups to achieve common objectives.
- Ability to establish and maintain relationships with other stakeholders to accomplish goals.
- Ability to learn and translate the technical aspects of watershed science to diverse audiences through expert verbal and written communications.
- Familiarity with educational science standards and outdoor education initiatives.
- Skill in editing the writing of others.
- Skill in project and grant management including budgets.
- Demonstrated experience in the development of communication tools and products
- Strong presentation skills including the ability to persuade and inspire an audience.
- Strong capacity to continue to learn and train in professional proficiencies from management to learning new workplace technologies.

#### Section 6. Physical Demands and Work Environment

The LMRWD has an office located in Chaska, MN. Successful applicants will need to provide their own office space. Evening or weekend work to host and attend meetings and events is often required. A flexible schedule is permitted.

#### Applications

Please submit, **as a single PDF document**, a cover letter, curriculum vitae, three references with contact information, and an example of a successful grant application on or before the close of business Wednesday, March 6, 2024 to:

**Lower Minnesota River Watershed District**  
**Linda Loomis, District Administrator**  
[naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com)

The Board of Managers will review all SOQs received and reserves the right to request additional

information from any and all proposers, to conduct interviews with select proposers, to reject any and all SOQs, and to otherwise take such action as it deems in the best interest LMRWD.

Please submit questions regarding this request to Linda Loomis, Administrator, at [naiadconsulting@gmail.com](mailto:naiadconsulting@gmail.com) by February 21, 2024. Responses will be provided to all interested parties by February 26, 2024.