

**Lucas Soil and Water Conservation District (LSWCD)**  
**Job Title: Urban Waters Coordinator & Grant Administrator**

*2-year contract full-time position*

*Starting wage \$20 per hour plus benefits*

*Based out of the Lucas SWCD office in Toledo, Ohio*

**Roles and Responsibilities of the Partnership Coordinator**

Under the general supervision of the District Manager, the Western Lake Erie Basin (WLEB) Urban Waters Federal Partnership (UWFP) Coordinator will be responsible for networking, communication, coordination, and facilitation of project collaboration efforts between local, state and federal partners. They will strengthen existing partnerships, bring new partners to the table, plan and manage meetings, assist with partner projects, and bring expertise in watersheds and water quality issues. Hours are flexible and may include evenings and weekends.

**Work Tasks** (in priority):

1. Schedule, and develop an agenda for bi-weekly lead federal team members to discuss and track work, update the team on National UWFP meeting items of interest, and provide updates on partnership activities. Each bi-weekly meeting will be documented with meeting notes and follow-up activities and will occur at a prescheduled time with some flexibility in scheduling. Arrange and facilitate meetings for special work groups, and an ANNUAL all-federal meeting.
2. Deliver four (4) partnership meetings annually. This includes working with the federal leads to develop agenda items, arranging guest speakers, securing meeting space/virtual platforms, take and disseminate meeting minutes, facilitating discussion, and all follow-up on meeting discussions.
3. Develop and release a monthly newsletter (2-page maximum) using a standardized format TBD.
4. Update and improve the existing Annual Work Plan, documenting and tracking local partners, priorities, projects, needs, and potential collaboration opportunities on an annual schedule.
5. Expand partners participating in WLEB UWFP by attending local meetings, networking, assisting, and providing technical assistance, presentations, and training with an emphasis on the watersheds and people of Western Lake Erie Basin - Toledo Area, and locations within the Maumee River AOC.
6. Maintain the existing distribution list of partner contact information (Excel/Microsoft Outlook Group list) for communications and to share information.
7. Strengthen the understanding of new federal funding sources and opportunities in the WLEB and nationally as appropriate.
8. Deliver an analysis for the WLEB using EJScreen, Enviro ATLAS, and other similar tools to identify community targets, critical needs, and opportunities for projects, federal support, and potential community partners to invite into the partnership effort.

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9. Provide timely requests to EPA to update the national UWFP website with meeting notes, newsletters, the WLEB summary information, project highlights, maps, tools and other information as needed. Work with federal partners to develop/share articles/information.
10. Participate in the National Urban Waters monthly meetings to stay informed about the program, share learned updates with partners, provide updates on WLEB during these virtual meetings, And establish peer relationships with other Urban Waters Partnership Coordinators for learning and exchange of ideas/processes. Participate in the National Urban Waters training/workshops, River Rally, and other activities that engage the Urban Waters Federal Partnership network.
11. Complete annual reporting as required by the USDA Forest Service grant award and EPA. Provide accomplishment reporting and communications to the national Urban Waters Federal Partnership as requested. Maintain precise records of activities, costs, and hours worked, partner in-kind and partnership activities/projects.

**Roles and Responsibilities for the Grant Administrator Position**

Under the general supervision of the District Manager, the Grant Administrator is responsible for promoting and implementing conservation programs, accurate recordkeeping, as well as working with the general public, co-workers, and partners. Additionally, the employee must possess excellent oral and written communication skills.

**Work Tasks:**

1. Write and administer assigned/approved new grants as well as manage current grants. This includes working with staff, contractors, and partners to complete each step of the grants from the beginning to the completion of the grants.
2. Complete all reporting on time.
3. Prepare monthly reports and give them to the Board of Supervisors.
4. Participate in staff meetings and the team process as required.
5. Follow all rules, practices, and policies of the Lucas Soil and Water Conservation District.

**General:**

- Must maintain a valid Ohio driver's license, and insurance, and possess a good driving record. Must be able to operate motor vehicles during daylight and evening hours, on both public and private roads.
- Must be able to pass a background check.
- Proficient with phones, cell phones, computers, and software i.e.: Microsoft Office, word processing, spreadsheet software, data entry, internet, and e-mail.

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- Capable of making a professional impression upon office visitors, telephone callers, and the general public.
- Must promote healthy soil and water quality.
- Must communicate effectively in English using both written and oral forms of communication.
- Must present information in one-on-one and small group situations to customers, partners, and other employees of the organization.
- Must maintain a clean and neat appearance as well as make a professional impression upon visitors consistent with the public contact aspect of the position and adhere to the office dress code.
- Must be willing and able to assist on various projects and other duties as assigned.
- Must be able to sit, stand, and walk for extended periods. Able to lift/move up to 50 lbs. occasionally. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Must have the physical ability to maneuver on foot and be able to function in a smoke-free environment.
- Must be willing to work outdoors in all weather.

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE REQUIRED DUTIES AND RESPONSIBILITIES.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Hiring Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_