Job Title: Program Coordinator  
Location: Tucson, Arizona  
Start Date: July 2019  
Hours: Full time, 40 hours per week; Monday – Friday with occasional evening and weekend hours  
Wages: $14 - $17 per hour  
Benefits: Matching retirement fund, health care coverage, paid vacation and sick leave, alternative transportation benefits  
FLSA Status: Non-Exempt  

Job Description: The Watershed Management Group (WMG) Program Coordinator supports hands-on community engagement and educational activities through coordinating the Green Living Co-op and the Monsoon Squad programs. Co-op program include harvesting renewable water supplies; creating beautiful landscapes with multiple functions including growing food, shade, and native wildlife habitat; and enhancing the health of our local watershed. The Monsoon Squad trains volunteers in rain garden care while enhancing WMG’s public demonstration gardens.

Duties & Responsibilities Green Living Co-op: (20 - 25 hours/week)  
- Generate interest in workshops through announcements in email bulletins, social media and website posts, and community events.  
- Organize volunteer appreciation efforts and events in collaboration with staff coordinating other volunteer programs.  
- Schedule consultations for Co-op services and field other inquiries.  
- Coordinate the Water Harvesting Limited-Income Grant including organizing outreach events; reviewing and selecting loan and grant recipients; matching project manager with client;  
- Support Co-op workshops through website event set-up, backend database updates, coordinating volunteer signups, and conducting follow-up surveys.  
- Track volunteer hours and program metrics on a monthly basis.  
- Attend a Co-op workshop quarterly to engage with Co-op members and capture photo highlights.  
- Organize annual homescape harvest tour to showcase WMG and partner agency projects and promote these services in the community.  
- Attend Project Team meetings  
- Oversee inventory and distribution of greywater and composting toilet kits for clients installing DIY projects
**Monsoon Squad: (5 hrs/week)**

- Organize quarterly educational, social, or workshop events for Monsoon Squad members to build skills and engage volunteers.
- Review Monsoon Squad reports from volunteers and compiling metrics and data from volunteers.
- Write and edit monthly Monsoon Squad email bulletins.
- Ensure monthly maintenance at Ward offices is completed and review maintenance reports from staff.
- Assist with outreach and marketing to recruit new Monsoon Squad participants.

**Other Tasks: (10-15 hours/week)**

- Assist with scheduling projects and crew between River Restoration and Green Living Co-op.
- Assist Development team with fundraising campaigns including annual events, AZ Gives Day, and the Homescape Harvest Tour.
- Help staff the Welcome Center on an as-needed basis to greet visitors and answer phone calls.
- Assist with outreach events at the Living Lab and off-site on an as-needed basis.
- Assist with the social media outreach.
- Assist with editing outreach communications, including the weekly Tucson Action Bulletin.

**Job Requirements:**

- Interest and support of WMG’s mission and vision.
- Excellent communication and writing skills.
- Excellent organizational skills and ability to balance the demands of a variety of diverse tasks.
- Minimum 2 year experience in program coordination.
- Minimum 1 year experience in event planning, volunteer management, and/or communications.
- Ability to work independently in demanding work environment and ability to work well in a team setting.
- Ability to work evening and weekend hours as needed for special events.
- Proficient in use of Google Docs and Sheets; MS Excel, Word, and PowerPoint, and social media outreach through Facebook, Twitter, and Instagram.

**Preferred Experience:**

- Proficient in Spanish language.
- College degree.
- Knowledgeable in environmental issues of the Southwest U.S. and Sonoran Desert such as water harvesting and natural resource conservation.
- Proficient in use of Adobe Creative Suite, CiviCRM, Drupal (or high interest in learning).

**Application:** Applicants must provide a 1-page cover letter, 1-2 page resume, 3 references, and a short writing sample. Please send applications by email to Harold Thomas at hthomas@watershedmg.org.