

## **Conservation Programs Manager**

Full time, year round

2518 US Rt. 202, Winthrop, ME



**Organization Overview:** The Friends of the Cobbossee Watershed (“Friends”) is a 501(c)3 non-profit environmental organization in central Maine, with a mission to “Protect the lakes, ponds, and streams of the Cobbossee Watershed through community engagement, conservation, and education.” Since being incorporated in 2001, the Friends has received significant local, regional, and national recognition for its innovative approaches to education, outreach, and constituency building.

**Position Overview:** The Friends is seeking a Conservation Programs Manager to join its year-round team. This is a full-time, year-round position that reports directly to the Conservation Director. The successful candidate will have a minimum of a bachelor’s degree in ecology, environmental science, natural resource management, or a closely related field. The Friends Conservation Programs Manager is primarily responsible for carrying out the FOCW Invasive Aquatic Plant management plan by assisting the Conservation Director in planning, logistics and reporting, providing leadership in seasonal conservation programs, and heading up logistics during the field season. The Conservation Programs Manager is expected to uphold the mission of Friends of the Cobbossee Watershed throughout all aspects of the position—by maintaining positive relationships with the community, board members, staff , volunteers, and professionally representing the organization in the public eye.

### **Responsibilities:**

- Work with the Conservation Director to create the watershed’s invasive aquatic plant survey plan for the upcoming season.
- Work with the Conservation Director to manage either the Slow-the-flow or Courtesy Boat Inspection program based on experience and interest.

- Assist the Conservation Director in field operations of plant survey and removal efforts in the watershed, including leading at least one field team.
- Use ArcGIS to create maps showing vulnerable areas of non-infested lakes and the location of invasive plants in infested lakes.
- Report on efforts and results of plant surveys within the watershed.
- Oversee and manage equipment maintenance and assist with vessel and vehicle operations.
- Oversee and improve the Courtesy Boat Inspection Program, train and oversee the CBI Summer Coordinator, analyze data, handle reporting to the State for grant funding, and prepare informational reports for municipalities, lake associations, and the public.
- Attend meetings to stay current on industry standards, innovations, and best practices.
- Assist the Conservation Director in leading trainings related to plant identification, courtesy boat inspection, European frog-bit removal, and the like.
- Represent the Friends throughout the community, maintaining high standards of respect, scientific accuracy, and commitment to the health of our lakes in addition to the needs of our stakeholders.

**Other responsibilities dependent on skill set:**

- Social media, highlighting fieldwork during the summer months.
- Work with the Conservation Director and Executive Director to identify grant funding sources and develop proposals for conservation programs.
- Assist with Educational programs, fundraising events, and administrative tasks as necessary.

**Preferred Qualifications and skills:**

- Undergraduate degree or higher in a related science field (ecology, biology, environmental science, limnology, etc.).

- Familiarity with the basic science and ecology of Maine watersheds, including but not limited to invasive aquatic species, water quality, and non-point source pollution.
- Aquatic plant identification and botany experience, especially invasive species.
- Familiarity with Maine's invasive aquatic plant status and methods of prevention, early detection, and control.
- Use of GIS software, associated databases, and GPS.
- Experience with Microsoft and Google suites, Zoom, etc.
- Has a proven ability to communicate orally and in writing.
- Experience with small to medium-sized motorized watercraft.
- SCUBA certification.
- Experience driving trucks and trailering boats small to large boats, maneuvering utility trailers.
- Strong leadership and collaboration skills, attention to detail, problem-solving and operational logistics skills, and a high level of motivation.
- Manages and motivates seasonal staff by fostering a professional, collaborative working environment; encourages professional development and positive attitudes.
- Experience hiring, managing, and evaluating employees.
- A passion for protecting Maine lakes, especially those within the Cobbossee Watershed.

**Relationships:**

- Internally: Works collaboratively with year-round staff. Seasonally, works with other program supervisors/coordinators, staff, and volunteers.
- Externally: Forms partnerships with counterparts at similar organizations, lake association representatives, state agencies, and the public.

**Supervises:** CBI Summer Coordinator, Plant Survey Team. Assists in mentoring summer coordinators and staff as needed.

**To Apply:** Send a cover letter, resume, and three professional references to Alex Dyer, Director of Conservation, at [alex@watershedfriends.com](mailto:alex@watershedfriends.com). Applications will be accepted until March 24th, interviews will take place in early April.