



Organization Overview: The Friends of the Cobbossee Watershed (“Watershed Friends”) is a 501(c)(3) 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 2001, Watershed Friends has been engaging our communities, educating our youth, and protecting the waters of the Cobbossee Watershed, a 217-square-mile drainage basin in the Kennebec Valley region of Maine.

Position Overview: Watershed 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 Director of Conservation. The successful candidate will have a minimum of a bachelor’s degree in ecology, environmental science, natural resource management, or a closely related field. Watershed Friends’ Conservation Programs Manager is primarily responsible for carrying out the Friends’ Aquatic Invasive Species (AIS) management plan by assisting the Director of Conservation in planning, reporting, providing leadership for plant survey teams, and heading up logistics during the field season. The Conservation Programs Manager is expected to uphold the mission of Watershed Friends throughout all aspects of the position—by maintaining positive relationships with the community, board members, staff, and volunteers, and professionally representing the organization in the public eye.

Primary Responsibilities:

- Work with the Director of Conservation to create and update the watershed’s Aquatic Invasive Species survey and management plans for the upcoming season.
- Work with the Director of Conservation to manage the Courtesy Boat Inspection program.
- Assist the Director of Conservation 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.
- Use ArcGIS to update sector maps, as needed.
- Report on efforts and results of plant survey within the watershed.



- Oversee and manage equipment maintenance and assist with vessel and vehicle operations.
- Oversee and improve the Courtesy Boat Inspection (CBI) Program, train and oversee the seasonal CBI 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, as appropriate.
- Assist the Director of Conservation 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 sets):

- Social media, highlighting fieldwork during the field season.
- Work with the Director of Conservation to identify grant funding sources and develop proposals for conservation programs.
- Assist with 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 aquatic invasive species, water quality, and non-point source pollution.
- Aquatic plant identification and botany experience, especially invasive species.
- Familiarity with Maine's aquatic invasive 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.
- SCUBA certified or the ability to become SCUBA certified.
- Experience with small to medium-sized motorized and non-motorized watercraft.



FRIENDS of the
COBBOSSEE
WATERSHED

Position: Conservation Programs Manager
Classification: Full Time, Year Round
Reports To: Director of Conservation

- Able to lift 50 lbs. and paddle small watercraft for extended periods.
- Must have a valid driver's license and a clean driving record.
- Experience driving pick-up trucks, trailering small to large boats, and maneuvering utility trailers.
- Familiarity with D.A.S.H. boats a plus.
- 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.

Compensation and Benefits:

- The starting pay rate for this position ranges from \$22.00 to \$25.00 per hour based on experience, with additional pay for SCUBA dive time and overtime if necessary.
- This position is eligible for paid holidays, paid time off, and parental leave.
- This position is eligible for the organization's Comprehensive Benefits Package which includes Health Insurance and a Simple IRA retirement plan.
- Mileage reimbursement is available for using a personal vehicle for work purposes.
- Pet-friendly office.

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 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 Jennifer Peasall, Director of Conservation, at jennifer@watershedfriends.com.

Application Deadline: Applications will be accepted until February 7, 2025. Interviews will begin in early February.