

Friends of Northern Lake Champlain



PO Box 58

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www.northernlakechamplain.com

March 2, 2022

Project Coordinator Job Description:

Location: FNLC Office room

Reports to: Board Chair and BOD Grants Review Committee

Hours: Part time with seasonal variability of weekly hours

To Apply: Please provide a cover letter and resume with two recent references and contact info (as a single PDF) with compensation requirements to directorfnlc@gmail.com by April 15, 2022.

We anticipate interviewing candidates in March and April with a start date no later than April 15. Direct any questions to this email:

khenderson@friendsofnorthernlakechamplain.org. No phone calls, please.

Friends of Northern Lake Champlain Mission: To clean and protect the waters of Northern Lake Champlain, we work collaboratively with citizens and government to reduce polluted land-use runoff into Lake Champlain.

Job Duties & Responsibilities:

Implement projects to restore and protect the Northern Lake Champlain watershed

- Work with municipalities, other non-profits, State and Federal agencies and volunteers to implement projects.
- Continue iterative planning, implementation and evaluation process as work is completed.
- Identify and secure funding for projects

Administration and organizational tasks

- Identify, write, and oversee grants.
- Work with Treasurer as needed.
- Monitor and coordinate work of consultants and contractors.

Qualifications:

- Bachelor's degree preferred but not mandatory, with knowledge in natural resources, environmental science, planning or related field.
- Project management experience including budget management and adherence to grant record keeping deadlines.
- Grant writing experience.
- Experience working with volunteers, environmental organizations, local, state and federal government entities.
- Computer literacy required, especially Excel and Word.
- Knowledge of watershed science and conservation is highly desirable.
- Persistence and patience in identifying and developing projects and working with partners.

Work Environment and Hours:

- FNLC Office Room, 6 Fairfield Hill Rd, St. Albans, VT on second floor.
- Outdoor field work in all seasons.
- Public and governmental meetings, as needed.
- Part time with seasonal variation; 10-30 hours range with higher during construction season and grant reporting.
- Evening meetings and occasional weekend work are part of this position.