Lake Auburn Watershed Protection Commission
Education and Outreach Coordinator

OVERVIEW
Part-time Watershed Public Education and Outreach Coordinator for the Auburn Water District and Lewiston Water Division. Great opportunity to work with a small team of water quality staff next to Lake Auburn. Office located in Auburn. Flexible work schedule, average 24 hrs./week over 12-month period. Position does not include benefits other than wages (no insurance, retirement benefits, holidays, vacation, or sick leave).

BACKGROUND
Lake Auburn is the drinking water supply for the cities of Auburn and Lewiston. It is critical that the current water quality of the lake is maintained, and if possible improved, so that the cities continue to receive drinking water that meets Federal and State standards, while maintaining the current waiver from filtration. The Auburn Water District and Lewiston Water Division are seeking a part-time Watershed Public Education and Outreach Coordinator to increase community engagement in protecting the water quality of Lake Auburn.

GENERAL RESPONSIBILITIES
Under the direction of the Watershed Manager, the Watershed Public Education and Outreach Coordinator conducts community outreach and education through planned events, public presentations, social media, and informational signage. The position is responsible for developing educational talks on watershed protection, scheduling events and outreach venues, and using social media to connect with the communities within the Lake Auburn watershed.

ESSENTIAL JOB FUNCTIONS
- Develop public educational sessions on topics including, but not limited to:
  - How the public can help protect their drinking water source
  - Lake Auburn Watershed- overview of area and associated waterbodies
  - Recreational activity opportunities on Lake Auburn
  - Stormwater runoff and erosion prevention
- Schedule, coordinate, and implement public events/presentations
- Routinely contribute content to AWD/LWD social media accounts regarding Lake Auburn water quality protection and community engagement opportunities.
- Promote community engagement in the protection of Lake Auburn water quality.
- Create educational documents on water quality to provide to the public.
- Develop and implement watershed activities and/or lesson plans for children at local schools and public events.
- Conduct public outreach on recreational opportunities in Lake Auburn that also includes a focus on water quality protection.

DESIRED JOB QUALIFICATIONS AND SKILLS
- Bachelor's degree or equivalent experience in a field that relates to the responsibilities of this position such as education, environmental education, community outreach and/or volunteer management.
- Experience in planning, implementing, and evaluating informal educational programs and events that reach, and are accessible to, a wide range of audiences.
- Ability to teach and communicate ideas effectively orally and in writing.
- Communication skills: excellent with email, phone, and in-person communications.
- Self-starter, motivated - can work productively with indirect supervision in a highly visible public-sector environment.
- Ability to work collaboratively with other staff.
- Great organizational skills, good at planning, coordinating, and executing programs and events. Good at organizing others.
- Computer competency in Microsoft Office software.
- Previous work experience in environmental education, biology, or earth science.

Please send cover letter and resume by noon on 2/14/2020 to:
Auburn Water District, Tanya Dunn, P.O. Box 414, Auburn, ME 04212-0414