



Send Cover Letter and Resume to:

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**Incomplete applications will not be considered.**

**POSITION TITLE: PLUM CREEK WATERSHED COORDINATOR**

PAY RANGE: \$50,000 - \$70,000 annually

**JOB SUMMARY**

The individual in this position is responsible for the coordination and implementation of activities supporting the Plum Creek Watershed Protection Plan (PC WPP). The applicant should have knowledge and experience in watershed protection planning, water quality and/or watershed assessment. This individual must be able to work from the office provided by the Plum Creek Watershed Partnership (PCWP) in Lockhart, Texas, which is the central location within the Plum Creek Watershed to manage cost, facilitate communications, and allow for prompt implementation of the project.

**SPECIAL REQUIREMENTS:**

The ideal candidate for this position is someone who is a true self-starter; they must be able to work independently with minimal supervision and have excellent communication skills. Individuals must have a strong, independent work ethic; have an outgoing, engaging, and motivating personality; have strong public speaking, presentation, and writing skills; be highly organized; and have a professional demeanor. Experience with grant writing, implementation, and reporting is highly preferred. Applicants should be willing to travel, work after hours and on some weekends.

The Guadalupe-Blanco River Authority (GBRA) provides overall guidance, administers the grant with TSSWCB, tracks expectations and will monitor results of the Plum Creek Watershed Coordinator. The watershed coordinator will not be an employee of GBRA, hence not covered under GBRA's health or workman's compensation policies.

**TYPICAL DUTIES include, but not limited to the following:**

1. Work with Counties, Cities, local boards, and businesses within the Plum Creek Watershed to implement management strategies identified in the Plum Creek WPP to improve water quality and develop funding mechanisms for putting them in place.
2. Work with state and federal agencies and organizations, as appropriate, to bring technical and financial resources to benefit the watershed.
3. Identify funding opportunities, develop, and submit grant proposals to reduce or cover costs for the project (salary and operating).
4. Track and document implementation efforts to assess progress toward established goals in the PC WPP.
5. Assist with water quality sampling when needed and evaluate water quality data to monitor progress and determine the need for new approaches.
6. Coordinate and conduct water resources and related environmental outreach education efforts across the Plum Creek Watershed, including organizing training programs, participating in local community clean-up events, and partnering with local schools.
7. Develop publications (e.g., newspaper, newsletter, factsheets), and website content to promote and communicate watershed efforts.
8. Conduct regular stakeholder meetings, including PCWP Steering Committee and Work Groups, throughout the watershed to gather and incorporate local input and encourage citizen participation.
9. Provide Counties, Cities, and other partners within the Plum Creek Watershed with regular updates on progress, and seek their input and recommendations on needed activities.
10. Execute the project tasks described in the Work Plan for the Texas State Soil and Water Conservation Board (TSSWCB) Clean Water Act Section 319(h) Nonpoint Source Program Grant 18-08, *“Coordinating Implementation of the Plum Creek Watershed Protection Plan”*.

## **OTHER REQUIREMENTS OF THE POSITION**

### **Education:**

A Bachelor’s Degree from an accredited university in natural resource management, biology, chemistry, environmental or agricultural sciences or a related field and two (2) or more years of relevant work experience is required.

### **Registrations and Licenses:**

Valid Texas Driver’s License

**This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board under the provisions of Section 319(h) of the federal Clean Water Act. Funding is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants**

**should realize that, if selected, their employment may terminate with the cancellation of federal grant funds.**