



Clean Fairfax is hiring a part time **Program Coordinator for our Clean Streams Program**, which is a public/private partnership between Clean Fairfax (a 501c3 non profit) and Fairfax County

Position Overview

The Coordinator will be involved in all aspects of stream monitoring, education and maintaining healthy stream and watershed environments. Hands-on stewardship, and monitoring plays a key role. This position will monitor specific streams and watersheds in Fairfax County, develop and coordinate clean up and education programs for adults, church groups, corporate groups, and community organizations. The Coordinator will report to the Executive Director of Clean Fairfax but will also regularly collaborate with members of the County's Stormwater Management team and other non-profit organizations working on stream health and litter prevention issues in Fairfax County and the Commonwealth of Virginia.

Key Duties and Responsibilities

Environmental and Technical Skills

- Work with Clean Streams team members on setting monitoring, clean up and education goals based on annual plan.
- Conduct field-based data collection using specific parameters at each monitored location. Enter data into reports and maps.
- Create maps as needed using available software
- Contribute to annual reporting and grant proposals as needed.
- Implement clean ups at each location on a semi-annual basis

Outreach and Resource Education

- Develop and lead public discussions about causes of litter, ways to prevent litter and why stream health is important.
- Develop and seek opportunities for educational trainings for volunteers, interns and staff regarding litter prevention and stream health.
- Support regular communications with public through blog posts, social media, and program webpages.

Administration

- Act as mentor and supervisor to college interns
- Attend relevant meetings as directed by supervisor
- Assist with responsibility for routine office administration

Volunteer Program Management Support

- Organize volunteer programs for individuals and groups.

- Maintain good communication and positive working relations with County staff and develop/maintain cooperative working relationships with other non profits and volunteer programs.
- Demonstrate and supervise proper stream monitoring and clean up techniques to interns and program volunteers.

Knowledge, Skills, and Experience

- BS/BA in Environmental Studies, Public Policy, Public Administration or Education or a combination of work experience and education
- Understanding of basic environmental issues facing urban and suburban areas
- Three or more years of experience in a professional work environment
- Enthusiasm for environmental advocacy and education
- Experience in a team setting and with a broad range of people with different backgrounds, and ethnicities
- Excellent interpersonal, communication and public speaking skills
- Enjoy working outdoors in all kinds of weather and site conditions
- Flexible, resourceful and self-motivated, with ability to work independently in the field
- Ability to create compelling presentations and to meet deadlines
- Proficiency in writing and public speaking and basic computer skills; knowledge and familiarity with using MS Office, Google applications required. Adobe Suite, Content Management for Websites a plus.
- Experience in volunteer and event management
- Bilingual in Spanish or Korean a plus
- Valid Driver's License and reliable transportation required

Physical Requirements and Work Conditions

- Ability to work in environments (outside) where exposure to poison ivy, mud, bugs, mosquitos, snakes, turtles, and small mammals is possible
- Indoor work is performed in a typical office setting

Compensation

This position **is part-time 15-20 hours per week** and will occasionally include evenings and weekends.

The salary range for this position **is \$15,000-\$25,000/year** depending on experience, hours, and agreed-upon scope of work. Clean Fairfax offers paid time off, flexible hours, travel expenses and a pleasant work environment.

To apply for this position please send resume and an informative cover letter outlining your interest to cfc@cleanfairfax.org

We are looking to **fill this position immediately. No Phone Calls**, please

The mission of Clean Fairfax is to encourage environmental stewardship and urban sustainability in Fairfax County, Virginia through education, programming, and community involvement. Clean Fairfax seeks to reduce littering and to encourage recycling, reusing, and reducing consumption, promote community action by supporting clean-ups and adopt-a-spots and serve as a clearing house for environmental information in Fairfax County.

Please visit www.cleanfairfax.org for more information about Clean Fairfax.

Clean Fairfax Council is committed to a policy of equal opportunity. It does not permit or tolerate discrimination against individuals based on race, color, creed, religion, national origin, gender, sexual orientation, age, disability, political affiliation or viewpoints, or veteran status. The Council complies with all applicable federal and state law, promoting equal opportunity and prohibiting unlawful discrimination.