

**Verde River Basin Partnership**  
**Job Description**  
**Education and Outreach Program Director**

**Background and Position Description**

As a non-profit 501(c) (3) organization, the Verde River Basin Partnership (Partnership) collaborates with individual entities and with communities and government organizations to fulfill its mission of scientific research and education. The Partnership was authorized by Federal legislation under Title II of Public Law No. 109-110, the Northern Arizona Land Exchange, Title II and Verde River Basin Partnership Act of 2005. The legislation was passed by Congress and signed by the President in November 2005. Specifying hydrologic analysis by the U.S. Geological Survey (USGS), it mandated analysis of the water resources within the Verde River Basin. Furthermore, Congress documented recognition for critical new scientific work to guide water-management decisions in the Verde River Basin, and set up a partnership for cooperation among various entities for comprehensive science-based policies, projects, and management. For more information visit us at <http://vrbp.org>

The Partnership will contract the services of a Program Director (Director) to implement and administer the Education and Outreach Committee program, commencing January 2012 for the duration of 18 months. This is a half-time position that could be extended if further funding becomes available.

**Location**

Project sites, regular meetings, and partner organizations are located in and around the Verde River Basin, which includes the Prescott Tri-cities area and the Verde Valley.

**Salary:**

This will be a contracted half-time position as an independent contractor for 80 hours/month. This may include regular business hours, evenings, and weekends. Compensation for this position will be \$1,600/month. Expense account includes mileage for personal vehicle use, cell phone expense, and work-related expenses. A lap top computer will be provided.

If the candidate is able to successfully write and obtain grants for the Partnership work, the Director will receive negotiated compensation.

**Essential Functions**

The successful candidate will be responsible for implementing and administering an Education and Outreach program to support the Partnership's mission of scientific research and education for community members and leaders. The Director will help identify target audiences in the Verde River Basin while employing a variety of marketing and public relations methods to

communicate the mission and goals of the Partnership. S/he will establish and nurture collaborative relationships with strategic partners and the media. The position will report to the Coordinating Committee and be supervised by the Education and Outreach Committee.

### **Knowledge and Skills**

The Director will possess these proficiencies:

- Have excellent written and oral communication skills.
- Possess a Bachelor's degree or equivalent in communications, journalism, marketing, public relations or related fields, and at least five years' experience.
- Have demonstrated experience in Word, database management, graphic design, and desktop publishing skills and the ability to use advanced computing functions, including creating PowerPoint presentations and ListServes.
- Administer websites and various social media functions.
- Have experience in developing collaborative relationships, including volunteer recruitment.
- Develop, direct, and manage multiple projects and ensure obtaining measured outcomes.
- Have the ability to coordinate editing and production of videos.
- Demonstrate ability to prepare and give public presentations

### **Duties, Products, and Job Functions**

The Director will facilitate management and administration activities of the Partnership's grants and conduct additional work with consultants, including but not limited to the following:

- Communicate and persuasively convey the mission and work of the Partnership.
- Help produce and disseminate the Water Resources Primer on the Verde River.
- Create PowerPoint presentations and displays for public events.
- Coordinate and schedule volunteer for public speaking and administrative support.
- Develop and maintain ListServ database for publicizing the Partnership and other calendar events, recommended readings, and e-newsletter.
- Coordinate the Partnership's activities with print and electronic news media.
- Attend committee meetings as instructed and keep meeting minutes.
- Responsible for setting up and coordinating the Partnership's meetings and other public events.
- Responsible for preparing reports for the Partnership's business, including grants and committee work.
- Coordinate Partnership participation at events, such as Verde River Days, Verde Birding and Nature Festival, etc.

**Special Job Requirements:**

- Dependable car and valid driver's license, registration, and insurance for travel throughout Arizona and other western states.
- Ability to work a flexible schedule, including evenings and weekends as needed.
- Flexibility, creativity, and a sense of humor.

**Working Conditions/Physical Demands:**

- Office equipment, including a lap top, software, and cell phone, will be provided for this position.
- No vehicle will be provided for this position. Travel to project sites and locations throughout the Verde Valley Basin will be required.
- This position is primarily indoors in office and meeting settings. Outdoor work would occasionally include staffing Partnership table at events.

**Application Instructions:**

Application deadline is **February 1, 2012 at 5 p.m. Mountain Time**. Please email **cover letter, resume, and (3) references** to Tom O'Halleran, Chairperson, Coordinating Committee, Verde River Basin Partnership. [obar@esedona.net](mailto:obar@esedona.net)

Please write "Program Director" in the subject line.