



Erosion Control Project Coordinator

The Erosion Control Project Coordinators lead the on-the-ground efforts of 7 Lakes' Lake Protection, Watershed Management and Erosion Control programs to further the organizational mission to “conserve the lands and waters of the Belgrade Lakes region for all.” Responsibilities include managing, integrating and maximizing the impact of three erosion-control programs – Youth Conservation Corps (YCC), LakeSmart and Watershed 319 Grants.

Chiefly, the Erosion Control Project Coordinators coordinate, supervise and manage the employees and projects of the Youth Conservation Corps (YCC), the volunteers of the LakeSmart program, and the contractors performing work funded by 319 grants. YCC hires approximately 15 seasonal high school and college employees each summer to install approximately 100 erosion-control Best Management Practices (BMPs).

The Erosion Control Project Coordinators are responsible for Watershed 319 grant project development and management, and completing reports required by the state. They collaborate with the Erosion Control Policy Manager in the execution of the 319 program. Coordinators will provide the “on-the-ground” expertise and management of projects, and the subsequent reporting related to that construction; the Policy Manager will perform the grant’s administrative functions. That includes also drafting reports, reviewing the coordinators’ reports before submittal, and participating in and overseeing the grant application process.

Erosion-control project partners include the Maine Department of Transportation, Maine DEP, the U.S. Natural Resources Conservation Service, municipal governments, road, lake and condo associations, private landowners, commercial businesses and nonprofit organizations.

Responsibilities include:

- **Program administration** – developing and executing strategies for erosion control; managing budgets, including annual operating budgets and budgets for grants, projects and contracts; managing the seasonal YCC staff of 10-15 employees, developing succession plans and improving retention; submitting and ensuring the timely submittal of reports to the Erosion Control Policy Manager, Administrative/Finance Manager, customers, the state and others. The erosion control programs should work in cooperation and concert with other 7 Lakes programs, especially science (water quality), but also land conservation and stewardship.
- **Project development** – conducting outreach to potential customers and site visits; offering technical advice to property owners; developing and managing erosion-control proposals and projects; and negotiating contracts.

- **Project management** – providing oversight and support of staff, contractors, suppliers, permitting, execution / implementation, inspection, tracking, reporting.
- **BMP design and installation** – providing oversight, support and management of erosion-control measures related to camps and homes, town and state properties and infrastructure, commercial developments, private gravel roads and driveways, culverts, and other measures to divert runoff from lakes and streams.
- **Collaborations** – partnering with lake associations, towns, Maine Lakes, State and federal agencies, universities and others.
- **Outreach and education** – working with the communications director to produce content for 7 Lakes newsletters and other external communications, to recruit and hire seasonal employees, and to make presentations to various groups. Outreach includes education and training for seasonal employees and external customers, including road commissioners, code enforcement officers, commercial camp owners, real estate agents, etc. Further, outreach includes personal contact with property owners identified in watershed-based management plans about erosion issues on their properties, how those could be alleviated and how 7 Lakes Alliance can facilitate that.
- **Grant management** – supporting the Erosion Control Policy Manager’s administration of state, federal and foundational grants related to erosion-control. Support includes the timely and professional submittal of necessary information and reporting required by the application process and/or the terms of the grant.
- **Learning and science** – seeking training to better measure and optimize materials, methods, and BMP effectiveness; engaging in education and research on developing techniques and approaches; and sharing that gained knowledge with 7 Lakes Alliance staff members and the community at large.
- **Policy** – when appropriate, contributing to policies that yield more sustainable development and more effective regulation that mitigates erosion and runoff into streams and lakes.
- **Stewardship** – participating in the stewardship of 7 Lakes- and state-conserved lands as and when deemed necessary by the organization’s leadership.

Qualifications (required or preferred)

- Experience – minimum 3 years
- Education – undergraduate degree in science, engineering, project management, landscaping or business
- Knowledge/skills – stormwater, roads, culverts, lakes, streams, water, soils, algae, forestry
- People management – minimum 2 years
- Project management – minimum 2 years
- Budgets – annual, project
- Collaboration – experience organizing and managing successful teams
- Communications – verbal, written, public presentations

- Writing and math
- Software – MS Office, Excel, CRM, GIS, webinar

Required or preferred qualifications include: an undergraduate degree, erosion-control project management experience, organizational and problem-solving skills, the ability to lead a diverse team, and the ability to use technology and GIS. Commitment and flexibility to work days, nights, and/or weekends to get the job done. A love of the outdoors, a passion for nature and water.

The Erosion Control Project Coordinator position is full-time. Benefits include health and life insurance, paid vacation and sick leave, all Federal holidays, and a retirement plan. All employees must be fully vaccinated for COVID, including boosters. Evening and weekend work sometimes required to accommodate work with towns, volunteers and landowners. The position is based out of the 7 Lakes Alliance office in Belgrade Lakes, Maine. Salary is competitive and is commensurate with experience.

TO APPLY: We look forward to your interest in this opportunity. Please send a cover letter and resume to info@7lakesalliance.org, subject “Erosion Control Project Coordinator.” Position will be open until filled. We will begin interviews on April 10, 2023. Start date is as soon as feasible.

7 Lakes is an equal opportunity employer dedicated to creating an inclusive culture where employees from diverse backgrounds can thrive and support our mission. We do not discriminate on the basis of race, color, sex, gender identity, national origin, age, disability, veteran status, sexual orientation or any other characteristic protected by law. We value a diverse workplace and strongly encourage qualified individuals with disabilities and those from diverse backgrounds to apply.

External and internal applicants, and incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation as determined by management on a case by case basis.

This job description is not an employment agreement between the employer and employee and is subject to change by the employer as the employer’s needs and job requirements change.