



## JOB DESCRIPTION

**Title:** Restoration Coordinator

**Department:** Restoration

**Status:** Exempt, Full-time salaried position

**Reports to:** Restoration Manager

**Work location:** FOTR headquarters in Plymouth, MI

**Annual Salary:** \$46,000 - \$50,000

*Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.*

*\*See the end of this job description for our Mission, Vision and Core Values that drive the core of our work.*

### **Position Background**

Stormwater runoff is a major cause of water pollution in the Rouge River watershed. There is a need to educate landowners about this type of pollution and actions that can be taken to manage stormwater on residential, commercial, business and municipal property. This is accomplished through public education workshops, events and by implementing green infrastructure practices that use vegetation, soils, and natural processes to manage stormwater and create healthier urban environments.

### **DEIJ Statement**

Friends of the Rouge strives to increase diversity, equity, inclusion and justice in all elements of our work to serve the Rouge River Watershed and its communities. We strive to carry out our work with inclusivity by recognizing and understanding the social, economic, historic and political context that shaped the Rouge River Watershed landscape and communities. In order to meet our mission to restore, protect and enhance the Rouge River watershed through education, stewardship and collaboration - we must approach our work with understanding of the opportunities and challenges of our partners and those we serve. Successful candidates will demonstrate a commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for colleagues to achieve their best.

This position requires a commitment to diversity and inclusion as we work to create a comprehensive built environment of greenways and blueways that connect the diverse set of communities across Southeast Michigan.

### **Position Responsibilities Overview**

- Coordinate green stormwater infrastructure education and outreach, including implementation of best management practices in Detroit and the Rouge River watershed
- Demonstrate quality project management skills and programmatic planning
- Ability to handle delegated tasks and manage them effectively, some delegation to interns, volunteers or assistant level staff
- Develop programmatic budgets with senior staff oversight

- Develop project or grant budgets and narrative
- Organize or act as oversight to assistant staff or interns/volunteers
- Demonstrate excellent writing skills, strong public speaking skills
- Ability to develop meaningful and broad connections over project area including volunteers, FOTR team members, and diverse stakeholders
- Demonstrate excellence in tracking, recording and communicating program and project progress, participation and impact
- Superior knowledge of their field of work, with specific attention to developing rain garden site designs and construction documents utilizing Michigan native plant species
- Raise 40-50% of their own programmatic dollars (after 2 years experience)
- Ability to handle high stress situations with professionalism with minor interjection by senior or executive staff

**Job Duties & Responsibilities**

Duties for the Restoration Coordinator shall include, but are not limited to, the following:

- Prepare for and participate in the development and facilitation of rain garden educational webinars, workshops, seminars and other educational programming
- Coordinate volunteer events such as rain garden installations, tours or work days
- Develop training, marketing and outreach material for Restoration programming
- Support Restoration Program events and tours
- Conduct site assessments, develop rain garden designs, produce construction documents for engineer review and planting layouts utilizing native plants
- Procure material for GSI projects, including but limited to, native plants, soil amendments, mulch, downspout extensions, drainage materials, tools, etc.
- Participate in community meetings related to GI education and installation
- Conduct research on GI project sites to determine risk of contaminating groundwater
- Prepare for and lead GI project installations (i.e. rain gardens, bioswales, etc.)
- Provide maintenance support to rain garden recipients
- Plan and implement workdays to maintain GI projects
- Maintain FOTR tools, trailer, vehicle and storage areas
- Provide excellent customer service to volunteers and community partners
- Track program participants and GI project information in database(s)
- Perform grant writing, budgeting, tracking and reporting activities
- Participate in fundraising events
- Pursue corporate sponsorships and donations
- Track all hours worked and submit timesheets biweekly
- Provide additional support to other FOTR programs as requested
- Other duties as assigned

**Qualifications**

Applicant must have a minimum of 1 year experience designing and installing rain gardens or native landscapes. Knowledge, interest and ability to lead hands-on demonstration plantings. Knowledge, interest and experience with soil borings and soil analysis using the Unified Soil Classification System (USCS). Knowledge, interest and ability to prepare landscape designs in CAD. Applicant must have the

ability to effectively and independently use Microsoft Office and Google Apps. Must be willing to work a flexible schedule including evenings and weekends. Must be a proactive team player with excellent communication skills, able to multitask, prioritize and maintain attention to detail. This position requires excellent organizational and customer service skills. Must have reliable transportation.

**Preferences**

A background in Landscape Architecture or Civil Engineering preferred. Natural Resource Management, Landscape Ecology, or other related field acceptable. Knowledge of plants native to southeast Michigan. Understanding of the hydrologic cycle. Experience working with volunteers. Familiarity with Microsoft Access a plus. Capability to design gardens in CAD preferred.

**Physical Requirements**

Office work will include extended periods of time sitting while using a computer. Some physical lifting is required (up to 30 lbs.). Outdoor work may involve walking on uneven ground and steep slopes along the river and bending over during plantings. Position also requires the ability to use manual gardening equipment (i.e. shovels, rakes) to do outdoor labor in a natural or cultivated garden setting. This position requires driving a vehicle with enclosed trailer attached.

**Work Environment**

This position is primarily an office position (in 2020 – 2021 expected full time at home work) with occasional outdoor work. Outdoor work occurs in all seasons. Flexible hours and work from home options are negotiable.

**Nondiscrimination Policy**

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

**Application Instructions**

All interested parties are invited to submit 1) a resume, 2) three references, and 3) a cover letter indicating why you are interested in this position which describes experience and interest in the position. Please submit as a single PDF file of all three in the following format: **Your Full Name\_FOTR\_Restoration Coordinator\_Application**. *Incomplete applications will not be considered.*

**Mail/e-mail to:** Marie McCormick, Executive Director, [mmccormick@therouge.org](mailto:mmccormick@therouge.org). Deadline for submission: **Sunday, December 6, 2020. 11:59 p.m.** Early submissions will be evaluated on a rolling basis. Late submissions will not be considered. No phone calls please.

*Updated: November 13, 2020*

**MISSION**

To restore, protect, and enhance the Rouge River watershed through stewardship, education, and collaboration.

**VISION**

We envision a future where a clean and vibrant Rouge River is the center of our community. Individual and community actions protect and improve the health of the Rouge River, assuring that its natural, economic, and recreational value enhances the quality of life in the Rouge River ecosystem.

**CORE VALUES**

***Integrity***

We ensure public trust by acting with honesty, transparency, ethicality and fiscal responsibility in all actions regarding the watershed and our community.

***Stewardship***

We commit to protecting and enhancing the watershed and improving the lives of the community through their interaction with the river. Our focus is on enhancing, monitoring and conserving the ecological health of the watershed for the benefit of all members of the community and future generations.

***Education***

We encourage protection and restoration of the Rouge River by providing opportunities that offer hands-on-immersive learning opportunities. We involve the public and promote engaged and educated stakeholders in the Rouge River watershed.

***Evidence based decision making***

We provide and utilize evidence based decision making in our promotion of Rouge River restoration and stewardship. We deliver reliable and verified information to watershed stakeholders in order to evaluate the watershed, determine priorities and prioritize restoration efforts.

***Community collaboration***

We team with individuals, businesses, government, non-profits, citizen groups, and other community organizations for the creation of a strong network of champions.

***Quality of life***

We provide communities with the ability to personally, economically, and ecologically benefit from the Rouge River by transforming how the river is perceived, accessed, and appreciated.

***Diversity-Equity-Involvement***

We strive to recruit and retain membership, leadership and staff who reflect the diversity of the communities in which we serve. We believe that the entire community benefits when everyone has equal access to information, programs, services and activities.

**Terms of Employment – At-Will Employment Status**

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.