



Grants and Project Coordinator (Part time)

DEADLINE FOR APPLICATIONS: December 31, 2024

Position Description: The Wild & Scenic Westfield River Committee seeks a Part-time Grants and Project Coordinator.

Duration: One-year contract (with the possibility of continuation into subsequent years)

Hours: 8 – 16 hours/week (with the potential to increase in hours up to full time if funding is made available). Hours will flex seasonally – meaning some weeks may be fewer than 8 hours and others, when busy could be greater than 16 hours.

Compensation: Up to \$20,000/year (Total is not guaranteed but max available). There are no health or retirement benefits associated with this contract work.

Background: The Westfield River was designated as part of National Wild and Scenic River System by the Secretary of the Department of the Interior in 1993. The Wild & Scenic Westfield River Committee is the partnership organization that stewards the river. They support local municipalities, non-profits, universities, and state agencies in the protection of the river and communities that call the watershed home. Their work includes funding culvert and bridge replacements, invasive plant control, road salt reduction, community education and enjoyment events, arts, and land protection acquisitions.

Duties: The contractor will provide organization, communication, and guidance to the grants and project partners of the Wild & Scenic Westfield River Committee. This includes communication with grant applicants and recipients, monitoring of grant project progress, following up to reimburse expenses upon project completion, and ensuring a project summary report is filed with the committee within 60 days of reimbursement of costs. Responsibilities also include keeping project files organized for the committee and tracking the status, timing, and completion of committee projects, and providing updates to the committee for monthly meetings. Updates include communications with contractors, providing the committee with brief summaries on the project, and helping the committee ensure that projects are successful, complete on time, and effectively implement the mission of the Wild & Scenic Westfield River

Committee. The contractor is expected to be in regular communication with the National Park Service River Manager assigned to the Westfield River to coordinate on project work. The work also includes working closely with the committee's fiscal agent, the Westfield River Watershed Association, and their accountant to ensure that invoices and reimbursements are accurate and paid in a timely manner. The incumbent will be asked to join committee meetings on occasion to communicate on the work of the committee and state of project and grant coordination.

Qualifications:

- Skilled at keeping project materials organized in a shared file environment.
- Well organized and self-motivated with ability to work independently.
- Comfortable communicating on behalf of an organization in a courteous and productive manner.
- Skilled in word processing, spreadsheets, and communications technology like Microsoft Teams, Google Meet, and Zoom.
- Skilled at using social media and print media for public communications.
- Personal computer or laptop
- Reliable internet access
- Reliable transportation

Preferred Experience:

- Interest or experience in ecology, rivers, hydrology, biology, forestry, outdoor recreation, or environmental science.
- Experience in evaluation processes.
- Experience in budgeting.
- Teaching, especially adults
- Familiarity with road infrastructure and its connection to river health.
- Familiarity with grants or grant management.
- Familiarity with the Westfield River watershed.

Employment Status:

- This is an independent contractor position, not an employee role.
- The contractor will report directly to the Wild & Scenic Westfield River Committee

To Apply:

Please submit resume, cover letter, and list of references to the National Park Service River Manager, Andrew Petitdemange at andrew_petit_de_mange@nps.gov, as well as the Committee Vice Chair, Carol Waag at carolewaag@gmail.com.