Position Announcement
Coastal Training Program Assistant
Old Woman Creek National Estuarine Research Reserve
Ohio Department of Natural Resources, Division of Wildlife - Huron, OH

The Ohio Coastal Training Program at the Ohio Division of Wildlife's Old Woman Creek National Estuarine Research Reserve is seeking a motivated and outgoing individual to aid the Coastal Training Program with training, technical assistance, and collaborative research to support climate resilient and sustainable communities in Ohio's Lake Erie watershed. The Program Assistant will serve an integral role in the Ohio Coastal Training Program (CTP), assisting with development and implementation of programs that build local capacity and reduce barriers to low impact development (LID), green infrastructure, and other climate resilient land use and development practices that minimize impacts on coastal wetlands, watersheds, and Lake Erie. He/she will work directly with the CTP Coordinator and will regularly interact with agency and organizational partners, advisory committees, local government and private sector professionals and officials, and the public. The position is located at the Old Woman Creek National Estuarine Research Reserve in Huron, OH. The National Estuarine Research Reserve System is a state-federal partnership of 28 protected areas that practice and promote stewardship of coasts and estuaries through innovative research, education, and training (www.nerrs.noaa.gov). For additional information about the Old Woman Creek NERR, visit www.oldwomancreek.org.

Position Description

The Program Assistant will serve a key role in management of the Ohio Coastal Training Program. Specifically, the Program Assistant will be responsible for:

- Assisting the CTP Coordinator with the coordination, development, and execution of training programs and stakeholder input meetings, including facilitation of small breakout sessions and synthesis of recommendations and information exchange.
- Coordinating with project partners and participating in team and advisory meetings, which will require periodic day trips to locations across the Lake Erie basin.
- Developing multi-media case studies of LID projects, including details such as site designs, cost information, and hydrologic and water quality performance. The case studies will be incorporated into workshop content, tools, and technical guidance for stormwater professionals.
- Researching and synthesizing climate change impacts on Lake Erie coastal wetlands, watersheds, and communities and identifying potential adaptation and mitigation strategies.
- Administering online course registration, evaluation, and web-based training technologies.
- Assisting with program marketing, including development of press releases, flyers, website content, and newsletters.
- Providing partial weekend staffing for a coastal wetland visitor center with interactive science exhibits, answering public inquiries and orienting visitors to Old Woman Creek NERR.
- Other duties as assigned.

Salary:
This is a part-time, grant-funded position compensated at the rate of $13.44/hour (state classification: conservation worker). Some evenings and weekends will be required

Preferred qualifications:
Bachelor's degree in environmental science, planning, engineering, landscape architecture, biology, ecology, science communication, environmental education or other field focused in coastal or stormwater management with at least 1 year of relevant work experience. Knowledge and experience in water quality protection and stormwater best management practices is highly desired. Strong writing and speaking

skills and experience in publication design and formatting with Adobe InDesign® or other publishing software is highly desirable.

Application Process and Deadline:
Expressions of interest and qualifications not to exceed 5 pages may be sent to Reserve Manager Frank Lopez, frank.lopez@dnr.state.oh.us by 5:00p.m. March 8, 2013.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability, or military status in employment or provision of services.

Please direct questions to:
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