



Calhoun Conservation District
Grant Funded Position



Watershed Coordinator

Employer of Record: Calhoun Conservation District (CCD)

Partner Organization: Kalamazoo River Watershed Council (KRWC)

Position Type: Full-time, hourly (average 40 hours/week)

Compensation: \$20.00 - 22.00 per hour based on experience

Work Location: Hybrid — Primarily CCD office, KRWC office, field sites, and community locations.
13464 Preston Dr. Marshall, MI 49068

Position Summary

The Watershed Coordinator supports watershed program implementation, community engagement, education, program coordination, and watershed stewardship in the Kalamazoo River watershed in Calhoun County. When working during KRWC-designated time, the Coordinator's responsibilities will be limited to programs, projects, and outreach related to the Kalamazoo River watershed in Calhoun County and will not include work in other watersheds. Working collaboratively with both CCD and KRWC, the Coordinator advances public-facing programs, facilitates partnerships, assists with grant projects, and contributes to conservation initiatives.

Essential Duties and Responsibilities

A. Program Coordination and Support

- Assist with implementation of watershed management plan writing, GIS applications and other grant-funded projects
- Support collaborative initiatives with partner organizations.
- Track program participation and outcomes.
- Assist with logistics and documentation for conservation projects.
- Maintain program files, maps, calendars, and materials.
- Support limited field activities such as habitat assessments and basic sampling.

B. Outreach, Education, and Community Engagement

- Lead or support community programs, workshops, volunteer events, paddling trips, and public presentations.
- Build relationships with residents, schools, partner agencies, local governments, funders, corporations, and conservation groups.
- Create and lead youth and adult education programs.
- Assist with development and distribution of communications, newsletters, social media, and educational materials.

- Represent CCD and KRWC at community events and meetings.

C. Administrative and Partnership Support

- Attend coordination meetings with CCD and KRWC.
- Assist with grant documentation and partner reports.

Required Qualifications

- Associate's or bachelor's degree in environmental science, natural resources, education, sustainability, communications, or related field, or relevant experience.
- Strong communication and interpersonal skills.
- Experience with community engagement, education, or outreach.
- Ability to coordinate events and volunteers.
- Ability to work outdoors in varied conditions.
- Valid Michigan driver's license; background check required, and reliable transportation.
- Kayaking or canoeing experience and comfort leading on-water events.

Preferred Qualifications

- Experience with watershed councils, conservation districts, or nonprofits.
- Knowledge of watershed stewardship or environmental education.
- Experience with developing and distributing outreach materials and social media posts.
- GIS and watershed planning background.
- Experience with grant-funded programs and grant writing.

Working Conditions

- Mix of office, public, and field environments.
- Some evening or weekend events are required.
- Ability to lift ~40 lbs.
- Regular participation in paddling, wading, and shoreline activities; comfort around moving water required.

Supervision

- CCD provides administrative supervision.
- CCD and KRWC jointly provide task direction per the monthly work plan.
- Joint annual evaluations.

Benefits

Health Benefits *Optional*, PTO, Paid Sick Time Leave, Paid Federal Holidays

How to Apply

Serious applicants only should submit a professional resume, cover letter, and a list of three (3) professional references to calhouncd@gmail.com. Application materials are due by March 13th, 2026 or until position is filled, preference will be given to applications received by that date. The selected candidate should be prepared to start as soon as possible, but no later than May 2026.