



EIGHTMILE RIVER
WILD & SCENIC WATERSHED

2 Dolbia Hill Road-East, East Haddam, CT (860)615-6929

Job Announcement **Office & Environmental Program Coordinator**

Eightmile River Wild and Scenic Coordinating Committee

The Eightmile River was the twelfth river designated by Congress as a Partnership Wild & Scenic River. It is managed by a local Coordinating Committee in partnership with the National Park Service and includes working with the towns of Salem, East Haddam, Lyme and to a lesser extent Colchester and East Lyme.

Position Description: The *Office & Environmental Program Coordinator* shall serve as part of a small staff coordinating numerous programs and projects supported by the Eightmile River Watershed Management Plan and under direction of the Eightmile River Wild & Scenic Coordinating Committee, the Program Director and Environmental Program Manager.

Duties: Duties include general office management such as budget and billing administration and record-keeping, managing grant applications and tracking status and payments, assisting with social media (Facebook & Instagram) and website updates, coordination of annual newsletter content, layout and mailings, and IT coordination and assistance with event management. Other duties include education programming, field work support for water quality monitoring and field assessments, equipment maintenance and data entry. Position is also responsible for responding to general inquiries from the public and/or watershed communities. Work will include organizing meetings, taking minutes, committee and subcommittee work as needed and assistance with intern training, along with other duties as assigned.

Qualifications: A qualified individual shall have completed a four-year college degree at an accredited institution in the following or similar areas of study: non-profit management, environmental science or environmental education. One to two years of professional employment in non-profit management, federal contract work or grant management is desirable, but not essential. Other desirable skills include ability to work with the following software programs, Microsoft suite and Canva. The ability to work with ArcGIS Pro mapping software and ArcGIS online is highly desirable. Additional qualifications include the capability to work independently, interact with the public in an unbiased and tactful manner, be comfortable working outside in various types of weather and the ability to carry equipment up to 30 pounds.

Requirements: Must have CT driver's license, proof of insurance and available automobile. The ability to travel for occasional National Park Service gatherings, other meetings, conferences and attend evening board meetings as required.

Hours and Location: This is a 26-hour-a-week position but is flexible as some weeks will require additional hours which can be applied as flex time in other weeks. Position does require some weekend work and evening meetings. The office location is at Burnham Brook Preserve in East Haddam, with some ability to also work remotely.

Compensation and benefits: The hourly rate is \$28. The position does not offer any paid health or retirement benefits, but does offer some vacation, holiday and sick paid time off. Required travel for assigned work from the office is reimbursed at the standard federal rate.

Anticipated Start Date: The start date is planned for October 1, 2026, or upon filling the position.

Application: Please submit a letter of interest, resume and three reference contacts to pyoung@eightmileriver.org. Applications will start being reviewed by August 28th, 2026. The position shall remain open until filled.