

Fellowship Job Description

This will be a: **Summer Fellowship**

Yearlong Fellowship

Organization name (and applicable abbreviations): Fountain Creek Watershed District (FCWD)

Organization City (primary work location): Colorado Springs, CO

Website URL: www.fountain-crk.org

Organization Mission Statement (and/or any other relevant information you feel would be helpful to understanding the organization):

About the Fountain Creek Watershed District:

The Fountain Creek Watershed District was established as a Special District in 2009 to protect and enhance the health of the Fountain Creek Watershed, stretching from Palmer Lake to Pueblo, Colorado. To date, the District has completed over \$35 million dollars in creek restoration work, has established Colorado's largest watershed-wide cleanup program (Creek Week), launched the state's only Brewshed® Alliance, and serves as a collaborative partner across multiple jurisdictions. We are working to protect water – our most important and threatened natural resource - for the thriving life of the watershed and all it touches.

Anti-Discrimination Statement/Policy:

The Fountain Creek Watershed District complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity).

Supervisor Name: TBD/hiring new full-time Watershed Outreach Coordinator

Supervisor Title: Watershed Outreach Coordinator

Fellowship Overview

Job Title: Watershed Outreach Assistant

Job/Role Overview:

The Watershed Outreach Assistant plays a crucial role in bolstering the District's Outreach and Education Programs and supporting the District team through diverse responsibilities. These encompass, but are not restricted to supporting the coordination of outreach

programs, event planning and execution, volunteer/participant registrations for our annual Creek Week and Great American Cleanup, development of educational presentations and curricula, social media content creation and scheduling via Meta platforms, and attending and reporting at monthly Citizens Advisory Group meetings.

Primary Responsibilities/Job Duties:

- Weekly Check-in meetings
- Social media posts
- Website updates
- E-newsletter articles
- Outreach events and public interface
- Program development and improvement
- Support with Creek Week 2025 planning and registration management
- Support with Great American Cleanup 2026 planning and registration management
- Support with the 2026 Rain Barrel Sale and promotion
- Promotional support on community bulletins
- Meeting support
- (Would be nice) Spanish translation for a fellow with Spanish language skills

Duration of Fellowship (number of weeks): ~52 or 1 year

Average hours per week: up to 40

Anticipated start and end dates of the fellowship: End of May 2025 (preferred start) - May 2026 , or one year based on agreed upon start date

Percentage of in-office work: 30%

Percentage of work away from the office (at home, virtual, or off-site): 70%

Full physical address on-site/in-office work:

City of Colorado Springs Sustainacenter
702 E. Boulder Street, Suite 100
Colorado Springs, CO 80903

Are there other details or expectations you would like to provide regarding in-office vs. off-site work (i.e. fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in, much of the work is not done at a physical office but out in the community)?

The Fellow will need their own computer, phone, and wifi for remote work. However, we do have an office space available as a secondary workspace located in the Colorado Springs SustainaCenter. A vehicle and active driver's license is required for this position. The Fellow must live locally in Colorado Springs and expect to use their vehicle to transport outreach materials to and from events. Drive mileage will be reimbursed.

Describe what a typical week as a PIFP fellow in your office might look like:

Every week will vary depending on scheduled events and seasonality including a range of the following activities:

- Weekly check-in meetings with supervisor (zoom or in person)
- Attending meetings with team members and various community partners
- Regular email management and communications
- Content creation for website, social media, and the District monthly E-Newsletter; Fountain Creek Chronicles.

- Managing volunteer and participant registrations
- Regular community engagement events such as educational presentations, tabling events, Liquid Lectures, outdoor festivals, and meetings with partners/ stakeholders. (some of which take place evenings and weekends)
- The fellow will receive a flexible timetable that accommodates the need to work weekend and evening events.

Pay per hour: \$17/hour

Additional benefits offered to the fellow:

- Mileage Reimbursement
- Water(shed) Summit Conference at the Denver Botanical Garden
- Flexible schedule and ability to customize learning outcomes

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by:

Engaging with stakeholders across the watershed, educating the public by giving presentations and tabling at events, managing registration systems for volunteer engagement in Creek Week and the Great American Cleanup, and helping to raise awareness of District presence across multiple communities.

Please describe ways in which the fellow will contribute to societal systemic change and/or direct service to the community during this fellowship:

The mission of the outreach and education branch is to educate, raise awareness, and ultimately drive behavioral changes that lead to improved watershed health. The District's outreach programs and educational curriculum are designed to inspire meaningful systemic advancement.

The fellow will have the opportunity to directly influence the community by sharing knowledge about the importance of community cleanups and fostering awareness regarding environmental protection and water quality.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization?

1. Guidance and Mentorship:

- The fellow's supervisor will provide regular one-on-one check-ins to guide the fellow's progress, address questions, and offer insights based on experience in outreach coordination and program management.
- Mentorship from team members who have expertise in areas such as community engagement, environmental education, or event planning.

2. Training and Skill-Building:

- Potential workshops or training sessions related to topics such as water quality, environmental education, DEI, and software tools to support responsibilities such as volunteer management (Cervix) and project management (Asana).

3. Networking Opportunities:

- Exposure to a broad network of environmental professionals, sponsors, community partners, and volunteers, through events like Creek Week, CAG meetings, and collaborative efforts with partners such as Generation Wild.
- Opportunities to participate in local and regional outreach events, enabling the fellow to build relationships with various stakeholders and gain experience in public engagement.

4. Project-Based Learning:

- Hands-on experience with specific projects, such as Creek Week and environmental education outreach, allowing the fellow to contribute meaningfully while developing skills in planning, and community organizing.
- Support with project planning and execution, and volunteer management, which will be valuable experiences for their career growth.

5. Reflective and Professional Growth Support:

- Regular feedback and debrief sessions to review project outcomes and personal progress, helping the fellow reflect on their work and identify areas for improvement.
- Encouragement to set professional goals, participate in learning opportunities, and expand their skill set based on their interests and career aspirations.

6. Resource Access:

- The fellow will have access to organizational resources and tools, such as templates, databases, web platforms, and materials that support outreach activities. They will also learn best practices for managing timelines, tracking metrics, and reporting progress.

Through these layers of support, the fellow will have a well-rounded experience, gaining skills in outreach and community engagement while developing professionally within the environmental sector.

Qualifications and Expectations

Required qualifications, skills, and expectations:

- Proficiency in relevant fields such as environmental science, event planning, program coordination, public policy, or community development
- An understanding of Watershed geography and fundamental principles
- Ability to work independently and as part of the District's team
- Exceptional communication and public speaking skills
- Self-motivated and adept at time management
- Positive, outgoing, adaptable
- Familiarity with Microsoft and Google software applications
- Flexibility to adapt, navigate, and respond to the inevitable changing circumstances inherent to this role
- Project management skills

Preferred qualifications, skills, and expectations:

- An outgoing and friendly personality, adept at engaging with stakeholders and community partners through effective conversation and communication.

- Pertinent certifications, completed coursework, training, or educational emphasis in the fields of environmental studies, geography, or sustainability.
- Knowledge of digital marketing and social media platforms
- Experience in securing grants or fundraising to support projects/ community initiatives

Advice for applicants considering this fellowship:

The best fit for this position will thrive in a fast-paced, dynamic work environment. It is important to us that this fellowship is as much about the fellow's personal growth, as it is about contributing to our mission. The ideal candidate will have an open mind and be willing to embrace new experiences in this role. It is also important that the fellow be flexible to be available some evenings and weekends.

Supplemental Essay Question

Applicants interested in this fellowship should answer the following supplemental question in their application:

What skills or knowledge do you have related to environmental stewardship, community outreach, or water resource management that you believe will benefit our team?

In our dynamic work environment where priorities can shift, describe how you stay organized, take initiative, and adapt to new challenges.

What are some of the challenges and opportunities that exist related to watershed health and community engagement in the Fountain Creek Watershed?

Do you have any planned vacations or other needs to be away from the position?