



Cayuga Lake Watershed Network
P.O.Box 1033
Trumansburg NY 14886
www.cayugalake.org

Job Announcement
Program Associate, part-time (24 hours/week)

The Cayuga Lake Watershed Network (the Network) seeks a Program Associate to join our small but mighty team and support our mission of protecting Cayuga Lake and its watershed. Founded in 1998, the Network advocates for the health of Cayuga Lake and its watershed in a changing world by building a network of individuals, institutions, and communities united in the protection of our region's water resources. We do this through community engagement, developing researched positions on issues of concern, and collaborative watershed stewardship activities.

The Network welcomes a diversity of backgrounds, perspectives, cultures, abilities, and experiences. We are committed to an equitable and inclusive work environment and are an equal opportunity employer. We strongly encourage applications from individuals of all backgrounds who are committed to advancing our mission.

Position Duties/Responsibilities

The Program Associate reports to and supports the Watershed Steward/Executive Director of the Network in day-to-day operation of the organization, including external communications, delivery of programs, and special projects. Tasks will include supporting communications including social media, monthly E-News, Network News (print), website, and membership and fundraising campaigns. Work includes managing contact lists and our constituent database. Additionally, the Program Associate handles logistics for meetings and events; coordinates with volunteers and partner organizations; and supports the Board of Directors and its committees. The Program Associate will be visible to the community and represent the Cayuga Lake Watershed Network publicly by tabling and participating in other events. *This position has the potential to evolve in scope and grow in hours, depending on the skills and performance of the successful candidate.*

Qualifications:

We are looking for candidates who:

- Have experience in areas such as nonprofit or business administration, communications, or an environmental field. Experience can be a combination of paid employment, volunteering, and/or academic work
- Are highly organized and attentive to detail
- Think creatively, problem solve and develop efficient working systems

- Can manage multiple tasks and deadlines at once
- Have proficiency in Microsoft office, Google workspace, data entry, record keeping
- Demonstrate strong verbal and written communication skills
- Demonstrate ability to use social media and interest in related professional practices
- Are customer-service oriented and convey a high level of professionalism
- Can work with a wide range of partners and stakeholders
- Have a strong interest in and willingness to learn about regional water issues

The ideal candidate will have experience with at least several of the following:

- Developing communications deliverables (social media, press releases, website, digital newsletters)
- Organizing large and/or public events
- Community/volunteer engagement or education
- Using donor database and membership management software (e.g. Little Green Light)
- Grant writing, fundraising and/or membership development
- Water-resources, environmental and/or climate change issues

Special Requirements:

- A valid driver's license and reliable access to a vehicle for transportation (mileage reimbursement for work travel provided) within and sometimes outside of the Cayuga Lake watershed
- Strong preference for residency in (or closely adjacent to) the watershed
- Ability to work flexible hours including some evenings and weekends
- Reliable internet access for any approved remote work. Our office is located at the Cayuga Nature Center.

Total Compensation Package: \$25.00–\$29.50/hour, commensurate with experience and qualifications. Compensation includes a customizable benefits package, which may include paid time off, retirement contributions, and/or a health insurance stipend.

Applications: Applicants should submit a resume, cover letter, and contact information for 3 professional references (including name, affiliation, address, email, phone, and relationship to applicant) in a single .pdf document to Liz Kreitinger, Executive Director, at steward@cayugalake.org. Include your full name in the application file name. This position will remain open until filled. References will not be contacted until the near-final stages of selection.