

## **Great Egg Harbor River Part-Time Assistant River Administrator Position**

The Assistant River Administrator will report directly to the River Administrator. The part-time Assistant River Administrator position is expected to be approximately 20 hours/week for approximately 1 year then transition to full time. The Assistant River Administrator will be trained by and assist the River Administrator with the following responsibilities:

### **Responsibilities**

- Administration of organizational business for both the Great Egg Harbor Watershed Association (GEHWA) and the Great Egg Harbor River Council, including financial management and planning, meeting planning, scheduling, and implementation, record keeping, federal and state business filing requirements, insurance management, oversight of financial accounting and audits, and management of employees and contractors.
- Quarterly submissions of Reimbursement Requests and Performance Reports to the National Park Service.
- Annual submissions of Workplans, Budgets, and all required standard and other forms for Cooperative Agreement applications to the National Park Service.
- Oversight and reporting on grant applications and grant projects being performed.
- Review of applications for development, and presentation of findings to the Council and GEHWA for timely action.
- Review of municipal zoning compliance.
- Serve as a representative of the River Council and GEHWA to other organizations.
- Assistance to local governments and interested groups in implementing recommendations in the CMP.
- Assistance in providing background research on issues, possible projects, etc that the River Council or GEHWA would like to consider.
- Maintain GEHWA's ESRI ArcGis licenses and ArcGis Online account and existing data files and use GIS to inform GEHWA and the River Council about land use, water quality, and other management and protection issues for the river and watershed.
- Educational presentations to local municipal governments and planning and zoning boards, and outdoor classroom events.
- Field investigations, surveys, habitat monitoring, and water quality testing.
- Manage and assist the GEHWA Education and Outreach Coordinator as required.
- Manage and assist the Marine Operations Coordinator as required.

## **Qualifications**

GEHWA and the River Council are looking for an applicant that has a genuine interest in the long term protection and preservation of the Great Egg Harbor River and Watershed.

Ideal applicants will have the following:

- Firsthand knowledge of the Great Egg Harbor Watershed, and familiarity with the watershed Municipalities and Counties
- Four year degree and/or a minimum of 2 years of relevant experience and demonstrated success in administrative skills and environmental management and protection
- Proficiency with Microsoft Office, Adobe, Google suite, and computer skills
- Superior written and oral communications
- Strong interpersonal skills, integrity, self-discipline, and professionalism
- Experience with Geographic Information Systems, or willing to learn
- Valid drivers license and reliable transportation for travel
- Ability and willingness to travel, and to occasionally work evenings and weekends.
- Demonstrated ability to work independently, take initiative, manage projects and meet deadlines with creativity, dependability and limited direct supervision.

## **Compensation**

GEHWA offers a competitive pay rate and friendly, flexible, and collaborative work environment. This position is expected to be compensated between \$17-\$20/hour, plus expenses. This position does not provide health insurance benefits or paid leave at this time, but work hours are flexible to allow for needed time off for health or personal reasons.

## **Environment**

This position requires the Assistant River Administrator to work from their own residence while having the flexibility to attend virtual meetings and physical meetings throughout the watershed and state. Employees must have access to phone and internet from their residence.

**To Apply:** Please e-mail your cover letter and resume with a list of 3 references to [fred.akers13@gmail.com](mailto:fred.akers13@gmail.com) by October 8, 2021. Background information about the Great Egg Harbor River Council and Watershed Association can be found at <https://www.gehwa.org/> or call Fred Akers at 856-697-6114 for more information.

## **About the Great Egg Harbor Watershed Association and the Great Egg Harbor River Council**

The Great Egg Harbor Watershed Association (GEHWA) was incorporated in 1990 and approved by the IRS as a 501(c)(3) not for profit tax exempt organization in 1990.

The original purposes of GEHWA were: (1) To protect and restore the natural, cultural and recreational resources of the Great Egg Harbor River watershed; (2) To promote research and action to determine and secure a healthy river system; (3) To expand public awareness, education and appreciation of the watershed's many valuable and unique resources.

In 1992, Congress passed Public Law 102-536, which designated segments of the Great Egg Harbor River and its tributaries as components of the National Wild and Scenic Rivers System. Then in 2000, the National Park Service published the "Comprehensive Management Plan and Environmental Impact Statement for the Great Egg Harbor National Scenic and Recreational River", which established GEHWA as the host organization to establish, facilitate, and support the Great Egg Harbor National Scenic and Recreational River Council for the long term protection of the river and ongoing implementation of the Comprehensive Management Plan as the Preferred Alternative of the Environmental Impact Statement.

In response to the federal designation, GEHWA revised its bylaws to include: (4) To serve as the host organization for the local management and implementation of the Comprehensive Management Plan for the Great Egg Harbor National Scenic and Recreational River; (5) To coordinate and/or facilitate permanent preservation of land along or in close proximity to the river and its tributaries, or preservation of any land within the watershed that is of high benefit to wildlife or rare plants, for groundwater recharge or reduction of nonpoint pollution; and (6) The acquisition and preservation of land or water areas or of a particular land or water area, or either thereof, in a natural, scenic or open condition.

The position of Education and Outreach Coordinator was established in 2000, and the position of River Administrator was established in 2002, to facilitate the function and purpose of the Great Egg Harbor River Council and the Great Egg Harbor Watershed Association in accord with their respective Bylaws.