



Employment Opportunity

Jordan River Commission

The Jordan River Commission (JRC) is currently searching for a 2/3 time to full-time Program and Policy Planner.

The JRC is a voluntary cooperation of cities, counties, and state government partners working together to improve and enhance the Jordan River corridor. The Commission was specifically created to implement the concepts and projects outlined in the Blueprint Jordan River, to serve as a technical resource to local communities, and to provide a forum for regional coordination of planning, restoration, and responsible development along the river corridor. For more information about the Jordan River Commission, please see www.jordanrivercommission.org.

Responsibilities

- Coordinates and leads volunteer events.
- Coordinates and leads community outreach and education efforts.
- Assists the Director in researching, applying for, and managing grants.
- Assists the Director in planning of Board, Technical Advisory Committee, and Executive Committee meetings. Complies with Utah Open Meetings Laws by preparing and posting agendas, meeting minutes and provides for the archiving, preparation, and distribution of Commission documents.
- Assist the Governing Board and Director in developing plans, programs and strategies for implementing the Commission's Strategic Plan and the Blueprint Jordan River.
- Provide necessary liaison support to Committees and Stakeholders as well as oversee work of contract personnel, volunteers, and interns to ensure results consistent with Commission standards.
- Assists the Director in implementing the communications plan of the Commission by updating website and social media, provides content and support for newsletter, periodic new releases, and events.
- Helps plan, formulate, and recommend basic policies and programs under guidelines set forth in Commission bylaws and agreements as established by the Governing Board.

- Coordinates communications and supports Commission membership and may attend meetings and events of organizations that support mutual Jordan River interests.
- Monitors and researches ongoing legislation and grant opportunities while compiling information and figures for special reports.
- Duties may include moderately strenuous physical effort such as lifting, bending, stooping and walking and prolonged sitting at a desk or computer terminal; manage numerous tasks and assignments at a time with frequent interruptions; run errands; and perform other related duties as required.

Qualifications

- College graduate; planning, environmental, public policy, or engineering degrees preferred
- Computer proficient (Word, Excel, email)
- Love of working and being outdoors
- Articulate writer
- Interested in pursuing a career in environmental education, conservation or land management
- Preference given to applicants with experience and knowledge of the complex functions of the Jordan River riparian corridor, the Blueprint Jordan River, and the Jordan River Commission

Schedule and Benefits

- Start date and schedule is flexible and negotiable.
- Two options are available for wage and benefits package:



Option 1

- 28 hours per week schedule
- 28 hours per week, paid by the Jordan River Commission at a rate of \$13 - \$15 per hour, based on experience
- No benefits provided



Option 2

- 40 hours per week schedule
- 16 hours per week, paid by the Jordan River Commission at a rate of \$13 - \$15 per hour, based on experience
- Additional semi-monthly living allowance totaling \$12,100 annually, paid through the Utah Conservation Corps
- \$5,550 AmeriCorps Education Benefit upon completion of service (may be used to repay qualified student loans or for current education expenses)
- Individual health insurance provided by Utah Conservation Corps
- Childcare (for qualified applicants)
- Utah Environmental Education Certification
- 7 Graduate level EE credits (optional)

Requirements

Applicants must have US citizenship or lawful permanent residency, a valid driver's license, and the ability to perform strenuous outdoor work.

To apply

Send resume, cover letter, and three references to Laura Hanson, lahanson@utah.gov.

Application Period

Opens	1/6/2014
Closes	1/27/2014
Interviews	2/3 – 6/2014