**Job Title:** Water Conservation Coordinator

**Job Brief:** SRP is partnering with Valley municipalities to implement programs with the goal of conserving 5 billion gallons of water by 2035. This position assists in the development, implementation, and monitoring of water conservation programs to achieve the sustainability goal. The position requires the ability to (1) prioritize multiple tasks and communicate progress on assigned tasks (2) constructively contribute to a collaborative environment, (3) develop strong relationships both internally and externally, particularly with federal, state, local agencies, and non-profit organizations, and (4) research, problem solve, critical thinking, develop creative solutions to unique/difficult problems, and effective written and oral communication skills.

**Job Responsibilities:**

- Establishes and develops working partnerships with municipal staff to promote water conservation messages and programs.
- Creates and administers water use reduction programs to assist single-family, multi-family residential and non-residential water customers.
- Develops guidelines, technical reports, estimated water budgets and assists with site visits to assist customers with water reduction through best water management practices in the landscape and for domestic uses.
- Analyzes and evaluates the effectiveness of conservation programs and implements program improvements.
- Participates in the development of public information strategies and materials to solicit customer support for water conservation programs.
- Provide high quality project coordination services that support goals, objectives, and deliverables.
- Must function well in a collaborative environment comprised of internal and external stakeholders and exhibit appropriate professional deference to SRP decisionmakers. Analyzes and prepares reports, project briefs, and presentations.
- Develop, edit, and submit federal, state, local, and non-profit grant applications.
- Track grant application requirements and develop completion reports.
- Perform other duties as assigned.
Education and Experience:

- Bachelor's Degree in Sustainability, Natural Resource Management, Environmental Science, Public or Business Administration, Communications, Water Resource Management, or a related field from an accredited educational institution.
- Three years of experience in water conservation, water management, environmental programming, education, outreach; providing information and technical assistance in water or environmental programs; conducting surveys, research, and data analysis; and public speaking.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.

Additional Information

- Excellent oral and written communication skills.
- Strong interpersonal relationship skills.
- Excellent organizational and project coordination skills.
- Ability to work independently with high self-initiative in fulfilling job responsibilities.
- Willingness to travel to project locations and participate in outdoor activities.
- Interpersonal sensitivity to interface effectively with all levels of management within and outside SRP.
- Eagerness and ability to adapt, seek innovation and improve processes as needed.
- Knowledge and ability to use required resources (personal computer, calculator, office/audio visual equipment, Microsoft Office products, etc.).
- Flexibility to meet changing priorities and adjust work hours to complete assignments.
- High degree of confidentiality.

ADA and Other Requirements:

- Medium Work – Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- This position may require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Certifications or Testing Required:

- Must possess the appropriate valid Arizona driver’s license.

To apply, please send your resume to leeann.yacuel@srpnet.com and Cc Elvy Barton at elvybarton@srpnet.com.