

Urban Waters Ambassador Position Description Template



Summary: This document serves as a job description template for an Urban Waters Ambassador position. It is intended to provide a model for partnerships or hosting organizations to emulate. Please modify this template to reflect your location's specific needs.

Position Title: Urban Waters Partnership Ambassador for the {insert watershed name}

Region or City Name:

Part-Time/Full-Time:

Length of Position:

Start Date:

Salary/Stipend/Hourly Wage:

Position End Date:

Funding Source for the Position:

Background: The {insert watershed name} Urban Waters Partnership is seeking to fill the position of Urban Waters Ambassador. The Urban Waters Federal Partnership comprises 15 federal agencies and 28 nongovernmental organizations working collaboratively in 19 designated locations to help urban and metropolitan areas, particularly those that are underserved or economically distressed, connect with their waterways and work to improve them.

Ambassadors serve as coordinators, facilitators, navigators and reporters, providing support in both strategic planning and project/program execution. The Ambassador plays a variety of key roles and responsibilities, making the position critical to a partnership's accomplishments. The Urban Waters Ambassador serves as a driving force in community efforts to enhance the environmental and economic benefits of clean, safe, accessible urban waters. Ambassadors work with government, businesses, nonprofit organizations and other partners to better address the needs of individual communities, maximizing expertise and resources to protect health, improve the environment and strengthen local economies.

[*Insert* a brief description of your local partnership's history, what makes it unique and how the local partnership functions to reach its goals.]

Responsibilities as Coordinators, Neutral Conveners, Navigators and Embedded Reporters: *(Please modify to reflect specific responsibilities, or projects, for your location. Not every responsibility listed below will be applicable to your location's Ambassador. Also, consider tailoring the list to arrange it according to most important to least important roles.)*

- Implement, refine and update the annual partnership workplan.
- Connect federal resources to local needs in collaboration with the local partnership.
- Identify existing federal tools and resources available for local projects.

- Identify opportunities to improve the partnership by engaging with participating organizations and recruiting new partners.
- Identify funding opportunities (role may be limited if position is funded with federal funds).
- Identify and assist in preparation of grant applications.
- Identify appropriate use of resources.
- Lead and execute projects.
- Track and monitor projects advanced by diverse location partners.
- Convene meetings and conference calls, being proactive and inclusive to ensure all partners and community-based organizations have a seat at the table.
- Report on the progress, value and outcomes of the partnership, including local success stories, barriers and best practices. Reports may take various forms, including annual reporting, web updates, participation on conference calls, newsletters, blogs, weekly reports to the National Coordinator, etc.
- Develop a partnership communications plan or strategy.
- Travel required for meetings and project visits.

Minimum/Preferred Qualifications (Tailor to the requirements of each location.):

- *Minimum Qualifications (examples):*
 - A bachelor's degree related to one of the following: water resources management, biological sciences, social sciences, forestry, community and urban planning.
 - X amount of years minimum experience in strategic planning and community development.
 - X amount of years as a volunteer and/or engaged in community service.

- *Preferred Qualifications (examples):*
 - Knowledge of and/or experience in community planning and urban planning.
 - Knowledge of and/or experience working in diverse sectors, including public, private, nonprofit and community-based sectors.
 - Knowledge of local government and political decision-making processes related to urban and community issues and economic development.
 - Experience developing and analyzing proposals, grant programs and requirements; identifying opportunities; and organizing and managing varied work programs.
 - Capable of effectively communicating and documenting accomplishments.
 - Willingness and enthusiasm to participate in agency-wide teams, committees and special assignments, and/or other duties as assigned.
 - Willingness to be imbedded in the community, cultivating relationships with partners and potential partners.
 - Skills in working with various stakeholders to achieve creative solutions.
 - Ability to find connections and build strong working relationships with communities, other agencies, nonprofit organizations, partners and stakeholders.

- *Desired Qualifications (examples):*
 - Possesses an innovative, self-starting and entrepreneurial spirit to adapt to a constantly changing environment.
 - Extremely organized, flexible and reliable within a complex environment.
 - Experience in making professional presentations, meeting facilitation and partner/stakeholder coordination.

- Strong writing and communications skills.
- Ability to develop and write plans based on an analysis of data and ongoing stakeholder input.
- Excellent problem-solving skills.
- Committed to safety, quality and professionalism.

Application Information:

- *Required application materials.*
- *How to/to whom to submit materials.*
- *Contact information for further questions about the position and the application process.*