

Now Hiring: Watershed Coordinator (Part-Time)

Clarks Fork Yellowstone Partnership (CFYP) www.cfypwatershed.org

The Clarks Fork Yellowstone Partnership (CFYP) is seeking a motivated, self-directed Watershed Coordinator to support community-based watershed efforts in Carbon County. This flexible, part-time opportunity is ideal for someone passionate about natural resources, community engagement, and collaborative conservation.

Position Overview

The Watershed Coordinator serves as the primary point of contact for CFYP and collaborates with the Board of Directors to advance watershed initiatives. The role is primarily remote (home-based), with travel throughout Carbon County and occasional evening meetings.

Initial work will focus on fulfilling deliverables under a Bureau of Reclamation grant, with opportunities to support additional projects as funding allows.

CFYP anticipates filling this role as either:

- a part-time employee **or**
- an independent contractor engaged under a written agreement

The final structure will be determined based on the selected candidate's qualifications, availability, and the nature of the working relationship agreed upon.

Key Responsibilities

- Build and maintain partnerships with stakeholders and community members
- Plan and host public outreach and educational events
- Maintain and update CFYP communications (website, newsletters, etc.)
- Compile research and support development of a Draft Integrated Water Management Plan
- Develop and manage watershed data, including water quality and streamflow databases

- Assist with water quality sampling and data collection
 - Coordinate watershed assessments
 - Track project expenses and maintain basic financial records
 - Prepare and submit reports to the Bureau of Reclamation
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Qualifications

- Strong organizational, communication, and writing skills
 - Ability to work independently and manage workload effectively
 - Willingness to travel locally using a personal vehicle
 - Ability to engage diverse stakeholders, including landowners, youth, and agencies
 - Familiarity with watershed issues in Carbon County preferred
 - Positive attitude and strong interpersonal skills
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Position Structure & Terms

For Employee Candidates:

- Part-time, hourly position
- Up to 125 hours per month
- Schedule coordinated with CFYP based on program needs
- Compensation: \$25 /hour, paid via payroll
- Travel reimbursed at the federal mileage rate

For Independent Contractor Candidates:

- Services provided under a written contract
- Scope of work defined by deliverables, not hours
- Estimated workload: as needed to complete agreed tasks
- Compensation: negotiated rate (hourly or per deliverable), invoiced and paid per contract terms

- Contractor maintains control over work methods, schedule, and tools
- Contractor is responsible for all taxes, insurance, and business expenses unless otherwise specified
- Travel reimbursement will be at the federal mileage rate

Duration (both structures):

Through June 2027, with potential extension based on funding

Location:

Remote, with travel primarily in Carbon County

 **How to Apply**

This position is open until filled, with priority given to applications received by May 8, 2025. The anticipated start date is as soon as practicable following selection.

Please submit your resume and references to:

CFYP Hiring Committee

Email: cypwatershed@gmail.com

If you are passionate about watershed stewardship and enjoy working at the intersection of science, community, and conservation, we encourage you to apply.