JOB POSTING: Philadelphia Stewardship Manager (PSM)
Tookany/Tacony-Frankford Watershed Partnership

Organizational Background
The Tookany/Tacony-Frankford Watershed Partnership (TTF) is seeking a Philadelphia Stewardship Manager to take a leadership role in improving and maintaining Tacony Creek Park as well as Green Stormwater Infrastructure sites located within the TTF watershed in Philadelphia.

TTF is a non-profit organization that works across its 30 square mile urban watershed, collaborating with its municipalities and leading its communities through education, stewardship, restoration, and advocacy, with the goal of improving watershed health. Since 2005, TTF has partnered with the Philadelphia Water and Parks & Recreation (PPR) departments to improve Tacony Creek Park, support the Green City Clean Waters program, and develop stewardship. TTF is part of the Alliance for Watershed Education of the Delaware River and the Delaware River Watershed Initiative, and is increasingly recognized as a leading watershed organization.

Position Overview
The PSM will increase stewardship of Philadelphia’s TTF watershed neighborhoods, with a focus on Tacony Creek Park and GSI sites. The PSM will partner with key stakeholders to develop opportunities to educate and engage residents and organizational leaders about watershed and stormwater issues, and will develop and implement plans to transform these spaces. The PSM will coordinate the implementation of a Tacony Creek Park Master Site Development Plan with PPR and other partners.

Key Responsibilities
Monitor Tacony Creek Park to identify maintenance and security issues and implement solutions in partnership with community members and organizations, TCP Keepers, and city departments.

Monitor and implement solutions to litter in and adjacent to Tacony Creek Park. Coordinate activities and plans with Zero Waste PHL, other city and public agencies, and other initiatives.

Increase community stewardship of Tacony Creek Park by developing, implementing, and evaluating community stewardship efforts. Organize regular volunteer clean-ups, plantings, and improvements in partnership with city agencies, organizations, and businesses. Coordinate with other staff to implement a volunteer recruitment, management, and reward program; supervise volunteers and interns as needed. Develop and train staff and volunteers to lead stewardship efforts and programs. Lead field trips, educational programs, workshops and other activities as needed.

Partner with other organizations including PowerCorpsPHL and the Alliance for Watershed Education, to develop and supervise a Tacony Creek Park Trail Ambassador program.

Coordinate the maintenance of GSI projects in Philadelphia’s TTF watershed, including but not limited to those at: Olney Recreation Center, Vernon Park, Cayuga Street & Triangle (Soak It Up Adoption sites) and the Scattergood Foundation. Develop an annual maintenance schedule and manage budgets; recruit and supervise maintenance staff. Seek opportunities for additional maintenance sites.

Work with the Executive Director to identify, pursue, and implement program and funding opportunities to support park, trail, and watershed improvement.

Develop and maintain relationships with community members and organizations, schools, municipal and public agencies, environmental and educational organizations, and other stakeholders and partners.

Maintain equipment and tools.

Set program goals, deadlines and milestones and work to ensure they are met. Provide timely reports as required.
Support organizational efforts including communications, fundraising, grant development, reporting, and administration. Represent TTF at meetings, events, and conferences.

**Background & Skills**
The ideal candidate will have a bachelor’s degree in a related field and:
- Three to five years of experience in the development and implementation of stewardship programs and park, trail, and green stormwater infrastructure maintenance
- Experience in supervision of volunteers and staff
- Strong project and time management skills
- Strong written and oral communication skills; Spanish a plus
- Experience in community planning and engagement
- Ability to work as part of a team as well as to take individual initiative
- Proficiency in computer usage, including Constant Contact, Word, Excel, Power Point, social media
- Cultural competency to work with individuals and communities of diverse backgrounds and interests
- Knowledge of Philadelphia’s neighborhoods and challenges
- Familiarity with Philadelphia’s Green City Clean Waters plan, and clean water issues and solutions
- Valid Pennsylvania driver’s license and access to reliable transportation with appropriate insurance

**Personal Qualifications**
Candidate shares TTF’s commitment to clean water and community engagement, as well as a love of nature. The candidate will seek to develop community input and capacity.

**Physical Requirements**
Due to the size of our watershed and Tacony Creek Park, a candidate with a vehicle is preferred. Must be able to lift 30 pounds. Must be comfortable with working in a collaborative team environment. Must be willing to work outside year-round. Must be willing to use a personal cell phone when working remotely.

**Salary & Schedule**
$45,000 annually. Exempt with health benefits.
Expected to work 40 hours weekly. Must be willing to work a flexible schedule, with weekend and evening hours.

**How to Apply**
Please send a cover letter and resume to: Julie Slavet, Executive Director, Tookany/Tacony-Frankford Watershed Partnership (TTF) at Julie@ttfwatershed.org
Deadline: January 6, 2019
No phone calls.

TTF is dedicated to building a culturally diverse organization and strongly encourages applications from minorities and women.