

SUNY Ulster Stream Management Training Program Coordinator

Full-time; 12 months per year

Grant Funded: This is a Grant funded position through June 30, 2029

Location: SMTPC reports to DEP Bureau of Water Supply at 71 Smith Ave, Kingston, New York, 12401. Field locations vary within the NYC West of Hudson watershed. Some remote work possible.

Application Deadline: Open Until Filled

Priority Screening: **October 9, 2024 at 4PM EST**

Position Summary:

SUNY Ulster County Community College, a two-year branch of the State University of New York located ninety miles north of New York City in the Catskill Mountains, is currently accepting applications for a Stream Management Training Program Coordinator.

Through a contract with the New York City Department of Environmental Protection Stream Management Program (“SMP”), SUNY Ulster County Community College (UCCC) supports the Stream Management Training Program (“SMTP”) which provides a platform for educational workshops and events on subjects related to stream and watershed management, targeted at a range of audiences in and around the New York City Water Supply watershed. The SMTP Coordinator will coordinate the education and outreach efforts of the Stream Management Program and partners: Ulster, Greene, Delaware, Sullivan and Schoharie County Soil and Water Conservation Districts, and Cornell Cooperative Extension of Ulster County.

Each reservoir basin in the West of Hudson watershed has an independent Stream Management Program team who create and deliver trainings on a variety of stream and floodplain management issues to different stakeholder audiences within their respective basins. Audiences include municipal officials (town boards, planning and zoning boards, code enforcement officers, and highway superintendents), private sector heavy equipment operators, streamside residents, realtors, anglers, and regional stream permitting staff. These efforts at the individual reservoir basins are responsive to local needs and audiences. The SMTP Coordinator will assist the SMP and its contract partners at the county Soil and Water Conservation Districts and Cornell Cooperative Extension offices as needed. The expectation is not that the SMTP Coordinator will develop technical content independently, but rather coordinate with technical staff from SMP, its contract partners and outside experts to deliver training on select topics across the watershed, drawing upon each program’s unique expertise to achieve synergies where possible, avoid redundancies and help to ensure comprehensive coverage and regularity in the schedule of offerings of the key trainings.

More information on the various activities of the Stream Management Program and its partners can be found at www.catskillstreams.org.

Duties and Responsibilities:

- Coordination and facilitation of quarterly meetings of the SMP Education & Outreach staff. The SMTP Coordinator will generate and distribute meeting minutes, collect and collate quarterly reports from the basin programs, and track the progress of individual and joint initiatives. SMTP Coordinator will participate on the Education and Outreach subcommittees of the individual basin programs;
- Assistance with coordination and facilitation of the Catskill Environmental Research and Monitoring Conference;
- Assistance with coordination of conferences or workshops on Flood Hazard Mitigation or other SMP relate topics;
- Assistance in the planning and facilitation of recurring trainings for municipal officials, on topic related to stream, floodplain and watershed management;
- Assistance to SMP contract partners in development of the collaborative E&O components of their annual Action Plans;
- Assistance in the planning and facilitation of technical trainings targeted at special stakeholder groups, including heavy equipment operators, realtors, anglers, and environmental management agency staff;
- Support for procurement of technical trainings for SMP program staff, including contract partner staff. This may include, but is not necessarily limited to, trainings on hydrology and hydraulics, UAS remote-sensed investigations, fluvial geomorphology and sediment transport, floodplain management, Geographic Information Systems, and surveying.
- Assistance to both the SMP and basin programs in the coordinated development of educational print, video and digital materials which may include, but are not limited to, FAQs, signage for projects, e-blasts, and support materials for trainings. Responsibilities may include coordinating between content producers, editors, graphic designers, and printers or web developers and managers.
- Assistance with organization and facilitation of annual multi-organizational meetings among DEP program staff, basin program staff, and additional watershed program staff. This may include distribution of surveys to registrants to inform the focus of future meetings;
- Annual Development of 2-yr Action Plan for E&O activities.
- Manage content of catskillstreams.org, including cross-linking to material in the individual basin websites, and maintenance of an E&O calendar of events.
- Serve as liaison to the SUNY UCCC Continuing Education program for the promotion of selected educational offerings, as appropriate.

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Human Resources



PO Box 557
Stone Ridge, NY 12484
845-687-5108
845-687-5000
humanresources@sunyulster.edu

Minimum Qualifications:

- Bachelor's degree in environmental education, natural resources management, freshwater ecology, fluvial geomorphology, landscape architecture, hydraulic engineering or related field required (MS or MA preferred)
- Minimum of two years' work experience in a related field (Master's degree may substitute for work experience requirement).
- Candidate should have excellent writing, speaking and organizational skills.
- Fluency in Microsoft Office software (Word, Excel, PowerPoint) required.
- Experience in meeting coordination including agenda development and meeting minutes.

And

- A commitment to community college goals and objectives of providing quality programs and services for culturally, socio-economically, ethnically, and academically diverse students and students with disabilities; personal qualities to work effectively and with sensitivity in a multicultural environment; awareness of and commitment to the needs of non-traditional and/or re-entry students with diverse abilities and interests.

Additional Skills and Experience

- Experience with social media and other virtual outreach.
- Experience in field-based environmental assessment.
- Experience with website updates and maintenance.
- Excellent networking skills and relationship building abilities

Salary:

\$61,200 annually.

Additional Information:

SUNY Ulster offers a competitive benefits package including medical, dental, and vision, life insurance, NYS or SUNY TIAA Retirement Plan, SUNY Perks, tuition waivers, including dependent waivers, and tuition assistance.

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In addition, OPAP-covered members receive, on an annual basis: 24 vacation days, 12 sick days, 6 personal days, and 11 holidays including 4 floating holidays. In addition, the College is closed on the day prior to Thanksgiving, and between December 26 - January, 1, known as the Holiday Curtailment.

Application Process:

The position is open until filled. However, to ensure consideration, application materials should be received via email by **October 9, 2024 at 4:00 pm EST** to be given priority consideration. Applications received after the deadline are not guaranteed to be reviewed. SUNY Ulster reserves the right to close, continue, cancel, postpone or restart the recruitment at any time.

Applicants must submit the following materials to be considered for the position:

- Resume or CV
- Cover letter which discusses your qualifications and interest in the position
- 3 Professional References
- Writing Sample

To apply for this position, please visit our application page at [Application for Stream Management Training Program Coordinator](#)

Please submit only materials requested. All documents included in your application file become the property of the College. Applicants who fail to submit all required materials will not be considered.

We invite you to be part of a dedicated community of learners in an academic department that puts students first. Please go to www.sunyulster.edu for additional campus community information.

SUNY Ulster is an Affirmative Action/Equal Opportunity Employer. The college encourages applications from all qualified applicants. This position is contingent upon adequate funding. Offer and assignment of employment is subject to verification of all information provided on the employment application, credentials, transcripts, fingerprint check, verification of the right to work in the United States and all other required pre-employment conditions are met.

Applicants who are protected under the Americans with Disabilities Act and who, due to a disability, require accommodations for completing the application process, testing (if required for the position), or the interview, should notify the Human Resources Office 10 working days before the accommodation is required.

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Neither the smoking of tobacco (nor other substances) nor the use of electronic vaporizers is permitted on the campus grounds.

SUNY Ulster does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant. Meeting the minimum qualifications does not guarantee an interview. Internal applicants are not guaranteed an interview.

Conditions of Employment

Employment with SUNY Ulster is not complete or official until applicants meet all pre-employment requirements, and the Board of Trustees has approved. Offer and assignment of employment is subject to verification of all information provided on the employment application, fingerprint check, verification of the right to work in the United States and all other required pre-employment conditions are met.



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