

Position Open – Coordinator for Greater New Orleans Water Collaborative

The Greater New Orleans Water Collaborative is a collective of more than 100 individuals and organizations focused on implementing best water management practices in the New Orleans metro area, particularly Orleans, Jefferson and St. Bernard parishes. It is guided by the vision and principles of the Greater New Orleans Urban Water Plan.

The Collaborative was launched in September 2014, and is currently concluding a six-month strategic planning process. Its structure includes Working Groups on specific aspects of water management, such as Community Education, Research and Policy, and Designers and Builders, with the Collaborative itself overseen by a Steering Committee. There are presently five Working Groups, though this number could increase. Additional ad hoc or longer term committees may be formed as specific needs are identified.

The overarching goal of the Water Collaborative is to be an action-oriented entity that facilitates the use and implementation of best water management practices among governments, institutions, businesses, neighborhoods, and individuals. Top priorities include serving as an information clearing house for members; providing information to policy-makers, the private sector and the community at large; bringing additional value to the work of individual members while scaling up high-impact initiatives; and promoting the greatest possible level of collaboration among all players, across all lines and at all levels, within the water management spectrum.

Collaborative activities thus far have included networking events, walk-and-learns, specific policy development, and advocacy for adoption of such policies. Exciting ideas for Water Collaborative initiatives such as an ambitious research effort to advance policy and advocacy goals, workshops for K-12 educators, and an internship program for local youth have emerged from the Working Group meetings. Further opportunities to have impact on policy, construction, education, and more are surfacing every day.

The Water Collaborative is now seeking a Coordinator to facilitate achievement of the Collaborative's goals and objectives. The Coordinator will be a full-time employee, and must be a flexible self-starter who can juggle multiple tasks simultaneously. Salary and benefits will be in the range of \$45,000 - \$50,000 per year. The Coordinator will technically be an employee of the Committee for a Better New Orleans, which is serving as fiscal agent for the Collaborative in this situation, and will have an office at CBNO.

Chief responsibilities of the Coordinator will include:

- Managing information flow within the Collaborative and to other groups, partners and stakeholders.
- Coordinating activities within and among the Working Groups.
- Coordinating activities, responsibilities and follow-up with the Steering Committee.
- Assisting with the planning and conducting of Collaborative activities, with a significant focus on communications and information sharing, membership coordination, and event planning.
- Tracking participation and collective impact of Collaborative activities, and tracking implementation of the Strategic Plan.
- Serving as a key representative of the Collaborative, as a spokesperson, and as a point of contact for stakeholders, partners, members, and media.

Important skills and qualifications for the Coordinator include:

- Experience in organizational management, especially collaboratives, coalitions and/or other group efforts with a wide range of participants.

- Experience with a variety of communications methods, including online and social media.
- Familiarity with Microsoft Office, and graphic design programs such as Adobe Creative Suite.
- Good communications skills: verbal, written and interpersonal.
- Highly organized, with capacity to manage multiple overlapping tasks.

Familiarity with water management would be a plus but is not necessary. Similarly, familiarity with the regional political structures and landscape would also be useful but is not necessary.

The Coordinator will report to the Steering Committee. The Steering Committee is transitioning from the Interim group that convened the Collaborative and has guided it through the strategic planning process to the permanent body that will oversee the Collaborative in the long-term. The permanent Steering Committee will consist of one representative from each working group, plus an additional four to six members drawn from the general Collaborative membership.

Additional information about the Greater New Orleans Water Collaborative may be found at www.nolawater.org, or on our Facebook page, www.facebook.com/nolawater.org?ref=hl.

Individuals interested in being considered for the position of Collaborative Coordinator should send a resume, cover letter and three references to: NOLA.Water.Collaborative.Jobs@gmail.com. This information must be received by July 10, 2015 in order for candidates to be considered. We anticipate that an initial review will be concluded by August 15.

Thank you for your interest in the Greater New Orleans Water Collaborative.