

**Job Title: Public Education, Participation and Outreach (PEPO) Colorado River Basin Coordinator**

**Organization: Colorado Basin Roundtable**

**Location: Remote in Colorado**

**Position Type: Part-Time (6 hours per week)**

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**About the Colorado Basin Roundtable:** The Colorado Basin Roundtable is a collaborative group focused on water resource management and planning within the Colorado River Basin. Comprised of stakeholders from various sectors including agriculture, municipalities, recreation, environmental conservation, and more, the Roundtable works to address water-related challenges and promote sustainable water use within the basin.

**About PEPO:** Each of Colorado's nine river basin roundtables may receive education and outreach support through a grant for a Public Education, Participation, and Outreach (PEPO) Coordinator. The PEPO Coordinator plays a crucial role in advancing public education, participation, and outreach efforts on behalf of the roundtable of employment, in this case the Colorado Basin Roundtable. The PEPO Coordinator is tasked with the creation, distribution, and/or implementation of water education materials and activities in the Colorado River basin that support education and outreach efforts for public awareness around water issues and actions of the Colorado Basin Roundtable. These efforts must be consistent with the [Colorado Water Plan](#) and the Colorado [Basin Implementation Plan](#).

**Job Description:** Reporting to the Roundtable Chair and working closely with the Colorado Water Conservation Board (CWCB) and other stakeholders, the Coordinator will be responsible for coordinating various PEPO activities, promoting grants and basin-identified projects, facilitating communication and outreach initiatives, and designing and implementing water education activities in the Colorado River Basin. This includes the creation and distribution of education and outreach materials; communication support of the Colorado Basin Roundtable chair prior to roundtable meetings and in attendance at up to six regular meetings per year; and providing the most up to date information on outreach efforts and grant fund balances.

**Key Responsibilities**

- 1. Promotion of Grants and Basin-Identified Projects:** Coordinate with CWCB and CBRT to promote grants and basin-identified projects. Utilize various platforms including the CBRT website, social media, local newspapers, and basin-wide events to disseminate information and encourage participation.
- 2. Communication and Outreach Support:** Assist the CBRT Chair in communication and outreach efforts before, during, and after bimonthly CBRT meetings. Ensure stakeholders are informed and engaged through effective communication channels. Solicit articles about Roundtable activities for publication in local media.
- 3. Management of CBRT Social Media Account:** Develop weekly content to maintain a consistent online presence.

4. **Management of CBRT Website:** Upload content to and organize the CBRT Website which uses the program WordPress.

### **Qualifications**

- Bachelor's degree in communications, environmental science, education, or related field (preferred).
- Experience in public outreach, community engagement or education, particularly in the context of natural resource management or environmental issues.
- Strong organizational skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent written and verbal communication skills, including proficiency in social media management.
- Familiarity with website management tools and platforms.
- Ability to work collaboratively with diverse stakeholders and adapt to changing priorities.
- Knowledge of water resource management issues and policies in the Colorado River Basin, and the Upper Colorado basin geography (preferred).

### **Salary and Benefits**

- Competitive hourly wage commensurate with experience.
- Flexible work schedule.
- Opportunities for professional development and networking within the water resources management field.

**Application Instructions:** To apply, please submit a resume, cover letter, and contact information for three professional references to [aprilmblong@gmail.com](mailto:aprilmblong@gmail.com). Application is due by June 30, 2024. Shortlisted candidates will be contacted for interviews.