



Water Transactions Coordinator

Organization

The Colorado Water Trust is the only statewide nonprofit solely dedicated to restoring flows to Colorado's rivers in need. By working within Colorado's complex water laws, we take the tools and systems that were created to withdraw water from rivers and instead, use them to do the opposite; return water to rivers with low flows or no flows at all and restore them to health. Together with our diverse partners throughout the state, we are restoring habitat for fish and other wildlife, improving local economic opportunities, and where lost, returning to Colorado's landscape the beauty of a flowing river. Since our inception in 2001 we have grown to a staff of seven with our office based in Denver, Colorado. The Colorado Water Trust has a committed and knowledgeable board of directors and staff with exceptional expertise, talent and motivation as well as a passion for our mission. Internally, we promote a collaborative and supportive work environment, innovative ideas, flexibility, respect and work-life balance. To learn more about our current programs, priorities, and our team, please visit www.coloradowatertrust.org.

Position Summary

The Water Transactions Coordinator will evaluate, develop, and implement flow restoration projects throughout Colorado using collaborative, voluntary, market-based approaches. S/he will work in a team environment under the direction of the Director of Programs.

The ideal candidate will share our passion for Western water and healthy rivers, is adept at thinking outside the box to advance the Water Trust's goals, has excellent communication and interpersonal skills in addition to technical skills, is comfortable communicating complex technical information to a variety of audiences, and is persistent despite occasionally skeptical audiences or difficult, long-term projects.

Essential Duties

- Conducts technical evaluation of potential projects, including water availability analysis, water rights due diligence, historical consumptive use and stream depletion analyses, and analysis of streamflow needs to support healthy aquatic habitats.
- Supports stewardship of the Water Trust's existing projects, including monitoring climate conditions and project water use, guiding project implementation and operations, and reporting project impacts.
- Conducts site visits to support the development, implementation, and stewardship of streamflow restoration projects across the state.
- Represents the Water Trust in front of agricultural interests, water users, NGO groups, watershed groups, and state and federal agencies.
- Develops and maintains relationships throughout the water community, based on integrity, confidentiality, and mutual understanding.
- Prepares technical memos, reports, grant reports, and presentations.
- Prepares web content, newsletters, blogs, and other project-related communications.
- Prepares ArcGIS maps.
- Participates in general organization fundraising efforts (e.g. events, etc)
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree or equivalent experience in agricultural or water resources engineering, natural resources, environmental or physical sciences, or closely related field.
- 0-3 years' experience, with strong interest in western water rights, conservation, and water issues in the west.
- Proficient in ArcGIS.
- Proficient in Microsoft Office Suite, including Excel, Word, PowerPoint
- Passionate belief in the mission of the Colorado Water Trust.
- High degree of integrity, professionalism, and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work both independently and as part of a team.
- Ability to effectively balance multiple competing projects and issues.
- Strong interpersonal skills and ability to establish and maintain effective relationships.
- Demonstrated willingness to do whatever it takes to get the job done.
- Sense of humor.
- Valid driver's license and ability to travel extensively throughout Colorado.

Compensation

This is a full-time, 40-hour per week, exempt position. The Colorado Water Trust offers a competitive benefits package including a comprehensive insurance package that includes health insurance and, long- and short-term disability, life, vision, and dental; an FSA; generous paid time off; other need-based leave; and a retirement fund with employer contributions.

Application Procedure

Please submit a resume, cover letter, and three references, by December 7, 2018 via e-mail to admin@coloradowatertrust.org with "Water Transaction Position" in the e-mail subject line. No calls or drop-ins, please.

Location

The Water Trust works statewide, based in our office located in Denver, Colorado.

Colorado Water Trust is an equal employment opportunity (EEO) employer.