I’d like to hire a student who has about 10 hours a week to devote to this job. The job pays $15 an hour and is an assistant position, helping me with the following tasks and learning about a regional watershed protection initiative in the southeastern US:

- Maintain website (see below my signature)
- Maintain contacts database
- Prepare and send quarterly newsletter
- Prepare articles for newsletter and other outlets
- Research and analyze relevant reports and other information and report back to me about findings
- Help support planning of state and regional workshops (help with the following: take notes, send emails, track follow up tasks, develop agendas, recruit speakers, etc.)
- Help put on state and regional workshops (most of these will be zoom meetings until the pandemic is over)

We’d like someone who has experience and expertise in the following:

- Microsoft excel (managing non-numeric data)
- Website development (we use Squarespace but any web development experience is fine)
- Research and analysis
- Watershed protection and/or water resources, forestry, and land stewardship
- Ability to work with a wide variety of partners and interests
- Willingness to learn about and support partnership-based watershed protection initiatives to further the protection of forest and water resources in particular
- Good communicator
- Takes coaching and instruction with an open, learning attitude