



TAUNTON RIVER WATERSHED ALLIANCE

A VOICE FOR THE RIVER SINCE 1988

JOB OPENING: Bruce Spooner Education Center Program Manager

Taunton River Watershed Alliance, Inc. (TRWA)

Watershed Center at Sweets Knoll State Park

1387 Somerset Avenue (Route 138) Dighton, MA 02715

JOB TITLE: Bruce Spooner Education Center Program Manager

PURPOSE: Provide day-to-day direction and coordination of the TRWA Bruce Spooner Education Center to promote environmental education efforts

PART TIME, HYBRID: 10 hours per week

COMPENSATION: \$25 per hour

START DATE: December 15, 2025

EXPERIENCE: Associates degree or higher with a minimum of two years of supervision of education programs. Environmental programs and non-profit experience preferred. Volunteer work will be considered.

TRWA's MISSION:

A. To be a voice for the 562 square mile Taunton River Watershed, an advocate for environmental protection, sustainable development, and responsible stewardship of our precious water resources.

B. To protect and restore the Watershed's natural resources for current and future generations

C. To build and support responsible stewardship of our fragile ecosystems, water quality, forests, farmland, and wetlands

D. To be an integral resource for environmental education that is crucial to the continued health and enjoyment of the Watershed's waterways, woodlands, meadows, marshes, wildlife and open spaces.

BRUCE SPOONER EDUCATION CENTER:

The Bruce Spooner Education Center was established in 2021 in honor of Bruce Spooner. Bruce began fishing on the Assonet River at an early age, and he passed his passion for fishing and learning about rivers on to his sons. He was a long-time supporter, active member and volunteer for TRWA. Upon his death, Bruce's family commemorated him by donating his memorial contributions to the Taunton River Watershed Alliance. The Spooner Family has continued its support.

The Bruce Spooner Education Center holds programs twice monthly. Its programs are open to the public, inclusive of all ages, discounted for members or free, and offered in various watershed locations, indoors and outside. Past programs have included gardening with native plants, understanding river herring, advocacy needs in the watershed, dam removal, mosquito control, Massachusetts frogs and turtles, freshwater mussels, raising monarch butterflies, studying aquatic macroinvertebrates, and a panel discussion on climate change. Guided walks and paddles are also offered.

DESIRED QUALIFICATIONS

- A passion for and commitment to the mission, values, and goals of the Taunton River Watershed Alliance
- Proven leadership skills, including the ability to work well with others of diverse backgrounds and skills
- Experience building programs with a creative out of the classroom approach to learning
- Team coordination that identifies opportunities and risks
- Effective communication skills via telephone, email, social media, and in person
- Flexible, highly organized with attention to details, and able to balance priorities
- Basic skills for photographing events are helpful
- Valid driver's license and the ability to travel within the watershed is required.

MAJOR RESPONSIBILITIES

- Plan and attend a minimum of two education programs per month. Planning includes topic selection, confirmation of speakers, finding locations accessible to all, verifying requirements of technical needs, audience maximum size, closing times and insurance.
- Advertise programs utilizing resources such as Constant Contact, Email, Canva, Adobe Express, Facebook, the TRWA website and other social media sites
- Manage program registrations, and when possible maintain program attendance records
- Provide a monthly Education Activity Report for Board of Directors meetings
- Work with the TRWA's Fundraising /Marketing Committee and Office Coordinator to develop and maintain materials for use in grant applications, donor solicitation packages, and membership kits
- Provide support when necessary to TRWA committees, and events such as the TRWA Annual Meeting, Taunton River Festival, Earth Day Clean Up, and annual Tide Calendar Contest

KNOWLEDGE TO PERFORM RESPONSIBILITIES

- Event organization procedures
- Public speaking skills
- Familiarity with TRWA events and activities, proposed or underway
- Experience with software such as Microsoft Office; social media such as Facebook, Instagram, online marketing platforms such as Constant Contact; graphic design tools such as Adobe Express or Canva. Working knowledge of Word Press is helpful

TRWA does not discriminate against any individual on the basis of race, color, national origin

Interested candidates should email a cover letter and resume to
director@savethetaunton.org
