



TAUNTON RIVER WATERSHED ALLIANCE

A VOICE FOR THE RIVER SINCE 1988

JOB OPENING: COORDINATOR **Taunton River Watershed Alliance, Inc. (TRWA)**

Watershed Center at Sweets Knoll State Park
1387 Somerset Avenue (Route 138), Dighton, MA 02715

JOB TITLE: Taunton River Watershed Alliance Environmental Nonprofit Coordinator

PURPOSE: Manage day-to-day operations of TRWA and provide support to the organization's environmental advocacy and conservation efforts.

PART-TIME, HYBRID: 20 hours per week that will include two days in the office, twelve evening monthly Board of Directors meetings and attendance at public events, flexible scheduling to maintain 20 hours per week

COMPENSATION: \$25.00 per hour

START DATE: December 15, 2025

EXPERIENCE: Associates degree with a minimum of two years of office management and bookkeeping experience. Non-profit experience preferred.

TRWA'S MISSION:

The Taunton River Watershed Alliance (TRWA) has been a voice for the Taunton River and its watershed since 1988. Its mission is:

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.

BOARD OF DIRECTORS

TRWA's Board maintains a cooperative environment of mission adherence, joint decision making, resourcefulness, problem solving and openness to innovation. The board is multidimensional and diverse. It works in alliance to maximize TRWA'S mission effectiveness within the constraints of available funding.

VOLUNTEERS

Volunteers are the backbone of TRWA. They lead programs, represent TRWA at public events, fundraise, file grant applications, assist with bookkeeping, post to social media sites, conduct beach cleanups, lead guided walks, care for Ms. T., TRWA's rescue terrapin and respond to other requests for help.

DESIRED QUALIFICATIONS FOR THE TRWA COORDINATOR

- A passion for and commitment to the mission, values, and goals of the Taunton River Watershed Alliance
- Accurate bookkeeping skills with knowledge of non-profit grant reporting and administration, financial statements and 990 tax returns
- Flexible, highly organized with attention to details and the ability to balance priorities
- Proven leadership skills, including the ability to work well with others of diverse backgrounds
- Effective communication skills via telephone, email, social media, and in person
- Knowledge of office administrative procedures including bookkeeping software, social media areas, and website updates
- Familiarity with TRWA events and activities, proposed or underway
- Knowledge of MS Office Tools (Word, Excel, PowerPoint, Outlook), QuickBooks Online, Access, Constant Contact, Zoom, Word Press (with training).
- Valid driver's license with the ability to travel within the watershed is required

MAJOR RESPONSIBILITIES

- Manage the operations of the Taunton River Watershed Center, including communications, member activities and meeting use.
- Oversee volunteer bookkeeper to ensure proper recording of all transactions. Aid CPA in the preparation of annual financial statements and tax return. Provide monthly financial statements to Board Treasurer for review prior to Board meetings.
- Maintain accurate recordkeeping for grant/gift/donations, mailing of Annual Appeal; timely collection, and acknowledgement of donations; accurate records of the Taunton River Festival vendor, non-profit registrations and sponsorships.
- Maintain accurate volunteer records and communications.
- Assist the TRWA Bruce Spooner Education Center with the collection of event registration fees.
- Assist the Taunton River Stewardship Council Grant Coordinator with processing of all grant disbursements.
- Work with the TRWA President, Board, and Committee Chairs to support the schedule of Board of Directors and Committee meetings by providing communication of all meetings and events via email and mailings if applicable.
- Provide support when necessary to TRWA programs, committees, and events
- Work with the TRWA's Fundraising/Marketing Committee to develop materials for use in grant applications, donor solicitation packages, and membership kits.
- Support creation of internship opportunities with local institutions of higher learning to assist with advocacy and educational outreach, including supervision of interns.
- Assist with maintaining a current social media presence and resourceful website. Provide the Board of Directors with a monthly report of administrative and office operations, including membership and recommendations for improvements

PERFORMANCE EVALUATION GOALS

The performance of the individual in this role will be measured by the following achievements:

- Accurate recordkeeping of all financial transactions
- Successful coordination of meetings throughout the year
- Increased assistance and support of local advocacy and conservation issues
- Effective management of the Watershed Center

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

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