



## **Arkansas Basin Roundtable - Public Education, Participation, and Outreach (PEPO) Program and PEPO Coordinator Duties**

### **PEPO Education to Action Program Overview**

The PEPO Coordinator works closely with the PEPO's fiscal agent, the Arkansas River Basin Water Forum (ARBWF) Board of Directors and the Arkansas Basin Roundtable (ABRT) Executive Committee to administer the Education to Action program. The Education to Action program engages decision makers and the general public in support of the implementation of Arkansas Basin Implementation Plan (ArkBIP) identified projects. The goal of the PEPO Education to Action program is to assist projects to gain support, partnerships, and funding, while emphasizing how these projects meet the needs of the ArkBIP and Colorado's Water Plan. The program also provides educational opportunities to various audiences on topics concerning water resources. The program uses these opportunities to develop new and to expand upon existing water education programs. The Education to Action Program is dependent on external financial support provided through various grants and an annual Colorado Water Conservation Board stipend.

### **PEPO Coordinator Position Description**

The main focus of the PEPO Coordinator is to successfully implement the Education to Action Program, by assisting various sponsors of ArkBIP identified projects to promote their projects through education. The Coordinator provides technical assistance and financial resources to support this effort throughout the basin and develops measurable outcomes for these activities.

The PEPO Coordinator is responsible for planning and implementing the Education to Action program and is the primary contact for all PEPO activities. The Coordinator facilitates the opportunity to conduct water education to potential funders, targeted decision makers, and the general public to encourage the implementation of ArkBIP identified projects.

The Coordinator works with the project sponsors, ArkBIP Coordinator, and the ABRT Executive Committee to identify who the audience is and what educational efforts need to be conducted. Through this engagement, PEPO provides much needed water education throughout the entire basin and helps move ArkBIP identified projects into fruition.

The PEPO Coordinator is responsible for securing financial resources to implement the Education to Action program and to support the PEPO Coordinator position. The entire program is dependent on the procurement of various financial grants to support its activities.



Grant writing and management skills are an important component of the position and is essential for the implementation of the program.

The PEPO Coordinator is tasked with supporting communications between the ABRT Executive Committee, ABRT membership, project sponsors, stakeholders, and the general public. As a part of this responsibility, the PEPO Coordinator will be responsible for developing a new combined Arkansas Basin Roundtable website. The website will house all of the working branches of the ABRT in one place. It will be developed and maintained to provide easy access for Roundtable members, stakeholders, and interested parties throughout the Arkansas Basin and the state to gather necessary information regarding ABRT business.

The PEPO Coordinator will be responsible for working with the Roundtable committee chairs and the Executive Committee to develop the website. The Coordinator will also be responsible for the long-term maintenance of the website.

#### **PEPO Coordinator Education to Action Duties**

- **Implementation of Education to Action Program**
  - Preliminary Meetings
    - Work with ARBT Executive Committee and ArkBIP Coordinator to identify various projects
    - Meet with project sponsors to discuss a plan of action, schedule, and budget
      - Identify project needs, target audiences, and possible partnerships and/or funding sources
  - Working closely with the project sponsors, develop a program that meets the specific needs of each individual project
    - All programs include how the specific projects meet the needs of the ArkBIP and Colorado's Water Plan
    - Develop and follow through with details and presentations
    - Identify and secure necessary logistics; facilities, refreshments, dates, etc.
    - Identify the audience, possible partners, and funding options and develop ideas of how to engage these groups
    - Identify and execute the best marketing and publicity approaches
    - Develop and carry out strategies for polling and measurable outcomes
  - Implement Education to Action programs that meets the specific needs of each individual project



- Work as the liaison between project sponsors and Education to Action attendees to provide additional information, contacts, or other tasks that assists the project into implementation
- Report all measurable outcomes for the projects to the ARBT Executive Committee and grant funding agencies.
- Deliver program deliverables on-time and on-budget to project sponsors, the ARBWF Board of Directors, and ABRT Executive Committee expectations
  
- **Secure Financial Resources**
  - Investigate and determine multiple funding resources that are applicable to supporting the Education to Action Program
    - Receive approval from fiscal agent ARBWF and the ABRT Executive Committee of intent to pursue the selected opportunities
  - Pursue applicable opportunities by completing funding applications accurately and prior to due dates
  - Perform all grant management tasks to the satisfaction of the ARBWF, ABRT Executive Committee, and funding agencies
    - Perform budgeting, scheduling, deliverables, reporting, and other tasks associated with all multiple funding sources
  - Report to ARBWF and ABRT Executive Committee on the progress of all funding sources and the associated Education to Action projects
  
- **Website Development and Maintenance**
  - The PEPO Coordinator will be responsible for developing a new combined Arkansas Basin Roundtable website
    - The website will highlight the progress and successes of the ArkBIP
      - It will be used to illustrate the ArkBIP identified projects and programs, through a specialized story map. The story map will include projects, data, learning tools, and links to efforts in the Basin which are instrumental in informing Roundtable members, stakeholders and interested parties
      - The Roundtable meeting minutes, agendas, and presentations will be posted.



- Information about funding resources for water projects, the Education to Action program, and general ABRT information will be available
- The website will provide notifications and information about upcoming events, important dates, meeting dates, etc. on an interactive calendar
  - The PEPO Coordinator will be responsible for working with the Roundtable committee chairs and the Executive Committee to develop the website
- The Coordinator will be responsible for the long-term maintenance of the website
  - The Coordinator will be responsible for updating the website to ensure information is relevant, reliable, and timely
  - The annual Colorado Water Conservation Board stipend will be utilized to fund all maintenance activities
- **Desired Skillsets**
  - Experience with developing, managing, and executing strategic program plans and timelines
  - Experience developing, managing, and reconciling program and project budgets
  - Experience in public relations and implementing a marketing campaign
  - Experience in leading and managing logistics for multiple educational projects
  - Demonstrated ability to effectively communicate with project partners, stakeholders, and targeted audiences
  - Experience in all aspects of grant management
  - Experience and demonstrated ability to develop and maintain websites
  - Demonstration of proficient skills in Microsoft Windows and Office products
  - Knowledgeable about Arkansas River Basin water management practices and issues
- **Other Important Information**
  - Financial compensation is dependent on experience and ranges from \$30 - \$40 an hr
  - Must have your own transportation and the ability to travel extensively throughout the basin and state
  - The PEPO Coordinator position is a contract position without benefits
  - The ABRT does not provide compensation for travel, office supplies or personal expenses, although compensation may be derived through grant funding
  - The PEPO Coordinator position will begin work in September 2018
    - ABRT will provide training / mentoring through December 2018



Please submit resumes before **Wednesday, August 1, 2018** to the following:

Arkansas River Basin Water Forum  
Attention: ABRT PEPO Coordinator  
PO Box 11295  
Pueblo, CO 81001

Or

[ArkPEPO@gmail.com](mailto:ArkPEPO@gmail.com)

Qualified applicants will be contacted the week of August 13, 2018 to schedule an interview.