

**Santa Clara River Watershed Coordinator
2018 DRAFT Work Plan**

Watershed Coordination Program Priorities	Tasks	% of Time
STAKEHOLDER OUTREACH AND ENGAGEMENT		30%
Expand existing Santa Clara River Watershed Committee created in 2006 to develop components of IRWM Program specific to the Santa Clara River Watershed to engage a broader group of stakeholders in planning and implementation activities	<ul style="list-style-type: none"> • Identify and meet with stakeholders (those currently involved as well as potential new participants) 	
Prepare and organize watershed committee meetings – prepare agenda, arrange for speakers, coordinate with co-chairs for 7-8 watershed committee meetings per year <i>(increased number of meetings due to 2018 Plan Update and project selection)</i>	<ul style="list-style-type: none"> • Arrange for speakers • Prepare agendas • Coordinate with co-chairs • Update website with agendas and speaker presentations • Send meeting highlights via email to list-serve after meetings 	
Conduct broad ongoing outreach and communication with the public in Watershed to engage them in protection of resources in the Watershed	<ul style="list-style-type: none"> • Update website and web portal content • Prepare newsletters • Conduct special events • Coordinate and respond to media inquiries • Maintain list-serve and e-mail contacts 	
Coordinate with Upper Santa Clara River stakeholders	<ul style="list-style-type: none"> • Meet with stakeholders and attend stakeholder meetings 	

*Watershed Coordinator is part-time position at 75%; 30 hrs/wk

**Santa Clara River Watershed Coordinator
2018 DRAFT Work Plan**

Watershed Coordination Program Priorities		Tasks	% of Time
TECHNICAL REVIEW AND PLANNING			30%
	Affirm existing goals, objectives and performance measures for the Watershed from IRWM Plan 2018 Update	<ul style="list-style-type: none"> • Review IRWM Plans for upper and lower watershed • Identify additional goals, objectives and performance measures and provide recommendation to update IRWM Plans as needed 	
	Provide input on elements of the 2018 IRWM Plan Update for lower watershed such as the status of project implementation, the Santa Clara River Watershed section, climate change vulnerability analysis, and other relevant sections as needed.	<ul style="list-style-type: none"> • Review the lower watershed 2018 IRWM Plan Update • Identify necessary updates and provide input to relevant sections 	
	Integrate existing goals, objectives, and performance measures for the Watershed into other regional efforts as appropriate	<ul style="list-style-type: none"> • Review and engage in other regional planning efforts as appropriate • Identify opportunities to integrate existing watershed goals and objectives in other regional planning efforts 	
	Identify opportunities for enhanced coordination such as implementation of Watershed Campaigns, regional or watershed symposiums, or workshops (Example- Recreation, Education, Outreach subgroup/campaign)	<ul style="list-style-type: none"> • Identify opportunities for enhanced coordination of existing efforts • Take action to enhance coordination where needed 	

**Santa Clara River Watershed Coordinator
2018 DRAFT Work Plan**

Watershed Coordination Program Priorities		Tasks	% of Time
	Affirm or facilitate a summary of existing studies and projects in the watershed	<ul style="list-style-type: none"> Review and share relevant existing research, publications and plans on request and include links on website 	
	Provide summary and information on the condition of natural resources in the watershed	<ul style="list-style-type: none"> Based on meetings and studies conducted – maintain understanding and provide overall assessment of conditions (Consider development of watershed management plan) 	
SUSTAINABLE FUNDING			15%
	Identify sustainable sources of funding for ongoing coordination, and for programs and projects in the Watershed – assist in preparing grant applications and letters of support as appropriate	<ul style="list-style-type: none"> Review potential funding sources including grants, private foundations, fee-based programs, etc Facilitate submittal of letters of support on behalf of the lower Watershed Committee for projects in the Watershed as appropriate 	
	Inform local stakeholders about funding sources for projects in the Watershed	<ul style="list-style-type: none"> Post opportunities on website/portal or share through newsletters 	

**Santa Clara River Watershed Coordinator
2018 DRAFT Work Plan**

PROGRAM MANAGEMENT/COORDINATION		15%
Coordinate with IRWM Program staff	<ul style="list-style-type: none"> • Meet and confer with WCVC and Upper Santa Clara River IRWM Group staff • Attend WCVC Steering Committee meetings and Upper Santa Clara River IRWM Group • Meet and coordinate with other WCVC watershed coordinators as needed 	
Coordinate with state and Federal agencies (i.e. DWR, RWQCB, SWRCB, Fish and Wildlife) and other stakeholders	<ul style="list-style-type: none"> • Meet and confer with representatives 	
DISADVANTAGED COMMUNITY (DAC) INVOLVEMENT PROGRAM		10%
Serve as one of two WCVC representative on DAC IP Task Force of IRWM Regions in the LA-Ventura Funding Area	<ul style="list-style-type: none"> • Represent WCVC and the lower Watershed at DAC IP Task Force meetings • Perform required duties as Task Force member • Attend WCVC DAC Committee meetings • Coordination with DAC IP Program Manager, Consultants, local NGOs, and stakeholders to implement program activities 	