



338 Hawthorne Ave NE, Salem, OR 97301

503-391-9927

www.marionswcd.net

Job Announcement: Restoration Project Coordinator

Employer: Marion Soil and Water Conservation District

Location: Salem, OR

Open: March 5, 2018

Closes: Open until filled. Interviews will start between March 26 thru April 6 so please submit application materials sooner rather than later.

Start date: Preferably between April 23 to May 14, 2018

Starting Annual Salary: \$52,779

Benefits: Health, Dental and Life Insurances, 125 Flex Spending Plan, Retirement (Not PERS), Vacation and Sick Leaves, Holidays

Required Experience: Graduate degree preferred in ecology, biology, natural resources management or related field and a minimum of 3 years of applied restoration project management; **OR**

A minimum of 7 years' experience primarily in applied natural resources project management; **OR**

Any combination of experience or education equivalent to 5 years coordinating/implementing restoration projects or natural resources management experience.

General Position Overview

The Restoration Project Coordinator is a new full-time position, who will be employed by the Marion Soil and Water Conservation District (SWCD). A portion of this position will be assigned to work directly for the North Santiam Watershed Council (Council) Executive Director and Board of Directors through a separate plan of work and will primarily need to generate additional projects and funding opportunities for the Council. The position requires a self-motivated, personable and enthusiastic individual who can implement work, project or programs independently as well as with other SWCD and Council staff, contractors and local partners.

The position will primarily work with rural citizen stakeholders/landowners within the boundaries of Marion SWCD which includes the North Santiam River, Mill Creek and Pudding River Watersheds. This position will ensure that both entities are able to provide technical and financial assistance and coordination through their respective programs and projects.

Required Skills

This position will be responsible for overseeing the creation or implementation of current and/or new restoration projects or programs with an emphasis on, but not limited to, riparian habitats. The SWCD and Council are looking for applicants who have the following knowledge, skills and abilities to:

- research, understand implement and manage successful riparian revegetation activities, projects and/or programs within a watershed
- negotiate and/or work with stakeholders, landowners, contractors, agencies, partners
- possess strong technical and social skills, tempered with flexibility and intellectual curiosity
- communicate effectively and clearly both orally and in writing
- manage complex budgets of grants, contracts and contractors, and funding reimbursements for multi-year projects
- effectively manage time and prioritize tasks to ensure efficient work flow
- identify native, non-native and invasive plant species of Western Oregon
- prepare well-written, researched grants and manage grants secured
- understand and either assist with or obtain any needed project permits

- perform GIS mapping, analysis, reporting and other project-related tasks
- use a computer and all Microsoft programs i.e. word, excel, power point, access, email, calendar
- understand local climates, hydrology and ecology of Marion County is a plus
- being familiar with agricultural programs like USDA CREP and EQIP is a plus
- speak fluently in Spanish is a plus

Primary Responsibilities

- Develop partnerships and build trust with landowners to secure commitment to conservation and restoration actions, maintenance and monitoring (includes cold calls, site visits and coordinating signing landowner agreements, etc.)
- Conduct field visits to identify natural resource challenges and restoration/conservation opportunities with landowners and/or project partners
- Implement the District's Stream Team Program
- Conduct or assist with training individuals on field survey techniques and data collection
- Participate in or lead meetings, tours, and events as necessary to facilitate awareness and understanding of project activities
- Create landowner and/or project plans that identify restoration and conservation alternatives, including timeline and project specific budgets for both Council and/or SWCD approval and ultimate submission to potential funders
- With partners, identify and secure funding sources
- Coordinate and oversee contractors, other staff, and volunteers during restoration planning and implementation as appropriate
- Notify landowners in advance based on agreed notice, of contractors, Council, SWCD or other agency representatives entering properties, or ensure that notification is provided through other methods
- Procure materials, supplies, and equipment to carry out restoration projects as appropriate
- Maintain restoration and landowner records (project status, tracking, etc.) in electronic database
- Attend technical partnership meetings that include other watershed councils, Soil and Water Conservation Districts, NRCS, ODFW, ODF, ODA etc.
- Provide written work plan progress reports as needed. Report on project specific projections and actual expenses as requested
- Maintain communications with SWCD District Manager and Council Executive Director and provide updates on status of projects or work activities
- Coordinate with numerous partners, contractors, and their staff on collaborative watershed restoration projects/programs
- Work to identify new potential partnerships and maintain existing relationships
- Attend relevant professional development opportunities (e.g., trainings, conferences, workshops, peer-to-peer learning tours, etc.)

Working Conditions

This position requires both office and outdoor work. Field visits are made to project locations to gather data, make outcome or suitability assessments, etc. The work requires regular and recurring physical exertion including hiking, walking, wading in water, and climbing on uneven terrain and carrying equipment for long distances weighing as much as 50lbs. This position will often work independently and remotely in rural areas. Office work involves communicating and working with clientele, staff, board members, performing data analysis, plan formulation, grant writing, report writing, budget oversight, and meetings. Occasional overnight travel will be required to represent the Council and its interests at various seminars, meetings, and conferences. Incumbent must have a valid Oregon driver's license and must have a reliable motor vehicle for work-related driving if a SWCD vehicle is not available or not appropriate to use. Work-related mileage will be reimbursed at state rates when using own vehicle.

Application Process

Qualified applicants should send either by email or mail a letter of application describing their interest, skill set and experience relative to the position, a resume or CV, and the phone/email address of three work references and three professional references to:

Email to: office@marionswcd.net Please use **Restoration Project Coordinator** in the subject line. Please send all required information in one PDF. Applicants will only be contacted if selected for an interview.

Mail to:
Marion Soil and Water Conservation District
Attn: Restoration Project Coordinator Search Committee
338 Hawthorne Ave NE
Salem, OR 97301

Inquiries: Please call the Marion SWCD at 503-391-9927 and talk with the District Manager or email office@marionswcd.net

EEO/ADA

Marion SWCD is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity. Marion SWCD is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication. Please call the Marion SWCD office at 503-391-9927 at least two (2) working days (48 hours) in advance for assistance.