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## NECANICUM WATERSHED COUNCIL | JOB ANNOUNCEMENT

**Title:** Stewardship & Restoration Manager

**Reports to:** Executive Director

**Location:** Seaside, Oregon

**Status:** At-will, non-exempt, full-time (30-40 hours per week). Open to part-time as well (25-30 hours per week).

**Compensation:** \$30-\$32/hour DOE (equivalent to a full-time salary range of \$62,400 to \$66,550)

**Benefits:** FTE: 100% premium paid health, vision & dental, 13 paid holidays + 2 floating personal days, generous PTO and sick time. PTE: Option to buy into insurance program, 13 paid holidays + 2 floating personal days, generous PTO and sick time.

**Review of Applications:** First review begins March 22nd, 2024. Position open until filled.

**Location:** Seaside, Oregon

**Timeline:** This position is funded for a two-year period. Employment beyond two years will depend on continued funding, including that secured by the Restoration Coordinator for future habitat restoration and outreach projects.

### **Who Are You?**

We are looking for a self-motivated and collaborative individual to advance existing habitat restoration projects which include landowner engagement, fish passage barrier removals, riparian planting and more, as well as identify, develop and secure funding for new restoration and community engagement opportunities. This position will be responsible for managing all aspects of habitat restoration for the NWC including project development, grant writing and reporting, design progress, permitting, hiring and managing contractors, managing budgets, construction oversight and reporting/monitoring. Applicants that possess grant writing experience in habitat restoration but may lack experience in another aspect of the position are encouraged to apply. This position is expected to pursue grants and projects that will support their position with ample opportunity for growth and autonomous direction.

The position will work in a variety of situations including, but not limited to, the development of new restoration or community projects, seeking grants, management of restoration projects and planning, stewardship activities that require some physical stressors such as rough terrain, utilizing restoration equipment and conducting surveys at project (or potential project) locations. Comfort with physically demanding work is required for this position periodically.

### **Job Duties and Responsibilities**

**Project Management (35%)** | Develop, coordinate, schedule and oversee projects in coordination with NWC partners, manage contracting processes including requests for proposals, bid reviews, selections and awards, oversee restoration projects including adherence to project design, schedule and budgets,

permitting and contract requirements and manage the procurement of project supplies including native plant material or other restoration materials, communicate regularly with NWC staff, committee members, contractors, landowners, partners, agencies and other relevant stakeholders, evaluate and document site conditions regularly, compile relevant info and prepare reports to meet grantor reporting requirements, ensure completion of data collection, photo-point monitoring and other field-related monitoring tasks.

**Project Design (30%)** | Develop restoration and outreach projects, plans or actions in collaboration with landowners, managers, partners or on tribal lands, conduct field surveys to assess and document site conditions in anticipation of projects, during or after, utilize geospatial tools such as ArcGIS, Avenza Maps and GPS to document surveys and draft design elements within project boundaries, work with consultants and contractors to develop and deliver project designs, prepare permit applications for restoration work and other technical assessment needs.

**Community Engagement & Outreach (15%)** | Collaborate with community members, private and public landowners and land managers, Tribes, agencies, and other partners to identify and develop restoration projects, participate in NWC Board and committee meetings and planning sessions to identify restoration project priorities and actions, data gaps, and community engagement strategies. Incorporate data, and community and partner input into restoration project planning efforts, lead or co-lead tours, presentations, public meetings, and site visits for public or private stakeholders, Support planning and implementation of volunteer events at restoration sites in coordination with NWC staff and partners (e.g. provide recommendations on site location, timing, target weeds, etc.).

**Planning, Grant Writing and Fundraising (15%)** | Develop and review project budgets, research and identify funding opportunities for projects in development, and funding opportunities that could stimulate project ideas, prepare and review grant proposals, participate in fundraising tours and events for NWC, develop the NWC's first multi-year restoration plan in conjunction with the Chinook Indian Nation per the terms in our Memorandum of Agreement.

**General Duties (5%)** | Attend staff meetings for NWC and projects. Chair and attend quarterly Project Development Committee meetings for NWC and attend occasional NWC board meetings, develop and update procedures for common restoration or ecological tasks (e.g. site assessments, vegetation surveys, BDA surveys, etc.), attend training, workshops and conferences as suggested by ED or as requested, maintain accurate administrative records for things such as mileage, payroll and expense tracking, other duties as assigned by ED.

### **Required Qualifications/Characteristics**

- Undergraduate degree in natural resources, environmental science or justice, fish and wildlife, biology, ecology, watershed science or other closely related fields.
- Commitment to advancing equity, diversity, justice and inclusion aspects of ecological restoration work.
- Strong interpersonal skills and ability to confidently communicate with community members of diverse backgrounds and perspectives.
- Interdisciplinary understanding of hydrology, applied ecology and restoration sciences including but not limited to:
  - An ability to observe the landscape and assess ecosystem distress, stressors, drivers and general processes.
  - An ability to develop and implement habitat restoration projects that restore ecological processes and function, with a strong focus on aquatic, floodplain, and riparian habitats.

Some examples may include large wood placements, floodplain reconnections, resolving fish passage barriers and riparian revegetation.

- At least two years of experience in project management, ideally related to environmental work.
- In depth knowledge of Pacific Coast ecology, native and invasive species and habitat types.
- Experience with field-based land stewardship work such as invasive species management, ecological surveys, native vegetation, etc.
- Experience with mapping softwares like GIS, GPS, ArcGIS, etc.
- History of successful grant-writing in the environmental sector.
- Proficiency with Microsoft Office program suite, particularly word, excel and powerpoint as well as google suite.
- Excellent and confident written and verbal communication in English.
- Motivated and eager to learn; ability to work both independently with little supervision and closely with a team.
- Experience developing restoration projects and applying for and managing local, state, or federal project permits.
- Ability to plan and facilitate effective meetings and deliver engaging public/private presentations.

#### **Preferred Qualifications:**

- Graduate Certificate or Master's Degree in natural resources, environmental science or justice, fisheries and wildlife or other closely related fields.
- At least 2 years experience with leading habitat restoration, stewardship or management projects.
- Experience working with Oregon specific funding agencies such as the Oregon Watershed Enhancement Board, Oregon Department of Fish and Wildlife, Oregon Department of State Lands, etc.
- Experience or comfortability with reviewing and understanding engineering designs for restoration projects.
- Fluency in Spanish and/or Chinuk Wawa

**Transportation** | The Restoration Coordinator must have a valid driver's license, clean driving record and ability to provide documentation. Ability and willingness to use your own vehicle to travel to work sites and activities is essential (mileage reimbursement is provided by NWC). NWC does not currently have a vehicle so it is important that applicants have access to a vehicle that can handle tougher terrain such as logging roads.

#### **To Apply:**

Send by email a resume (with professional references) and detailed cover letter (no more than 2 pages) that includes both lived and professional experience, qualifications and please include a short JEDI (Justice, Equity, Diversity and Inclusion) statement regarding your experience with diversity work and how you plan to implement it in this position.

All application materials should be submitted as one single PDF document to Noah Dolinajec at [executivedirector@necanicumwatershed.org](mailto:executivedirector@necanicumwatershed.org).

This position will be open until filled. NWC staff will begin reviewing applications on March 22nd, any applications submitted *after March 21st* cannot be guaranteed a full review. The hiring process will include an interview with a panel of NWC staff, Board members and important partners (in-person, or

remote). Ideally, we plan to interview by the end of March. Expected start date would be mid-to-late April.