



# Necanicum Watershed Council

## COORDINATOR POSITION DESCRIPTION

- TITLE:** Watershed Council Coordinator
- EMPLOYER:** Necanicum Watershed Council
- WORK LOCATION:** Necanicum Watershed Council office, Seaside, OR.
- SALARY:** Wage rate is paid on a monthly salary (\$2,900 - \$3,275) commensurate with experience. This salary will cover up to 32 hours of time per week. The remaining 8+ hours of time per week may be fulfilled by additional project work, to be billed at an hourly rate dictated by the funding source. The normal work week is 5 days a week, Monday through Friday. However, on occasion this position may require working evenings and/or weekends. The current level of funding is secured through June 30, 2023. The position includes a \$250 monthly medical stipend. After working for six months the coordinator will be eligible for accrued vacation and sick leave.
- POSITION TERM:** Funding for the biennium depends upon successful capacity funding grants from the Oregon Watershed Enhancement Board (OWEB) and other sources, as well as successful project grants from a variety of sources.

### ABOUT THE NECANICUM

The Necanicum Watershed Council is a non-profit organization of community volunteers whose mission is to ensure that the watershed is a healthy and functioning ecosystem. The NWC is a one-staff operation supported by a diverse board and community. In turn the council strives to be a resource to the public by offering many engaging outreach programs and education opportunities, along with landowner partnerships that support on-the-ground habitat development projects, all while ultimately working to further understanding about the Necanicum Watershed and to make sure it has a sustainable future.

### GENERAL DESCRIPTION

The position of Necanicum Watershed Council Coordinator requires being able to work both independently and as a part of a team. The coordinator is in charge of providing staff support, organization and initiative to a community based volunteer organization.

### DUTIES

#### Watershed Restoration

- Assist the Council and groups that the Council works in partnership with in setting watershed priorities, developing restoration action plans and implementing those actions in support of the plan priorities.
- Build and maintain positive working relationships with natural resource organizations, community groups, watershed stakeholders, local government, state and federal agencies, and interested citizens.
- Build relationships with landowners and other interested watershed residents to facilitate restoration projects.
- Research funding opportunities and write grant proposals for Council activities and projects.
- Prepare and manage budgets based on existing action plans and watershed assessments.
- Manage grants received by the Council.

- Prepare and submit various written and oral reports on watershed activities and grant funds usage to the Council and other funding organizations.

### **Education and Outreach**

- Represent the NWC at appropriate forums and events.
- Build and maintain positive working relationships with natural resource organizations, community groups, watershed stakeholders, agencies and interested citizens.
- Develop relationships with local school districts and teachers to provide students with opportunities for engaging in watershed restoration, monitoring or assessment projects.
- Make presentations to stakeholder and community groups about the work of the NWC.
- Help organize, promote and facilitate current NWC education and outreach programs.
- Promote NWC activities and achievements through local media, presentations and other means.
- Help to build community awareness of and involvement in the work of the NWC.

### **Organizational Support and Fiscal Administration**

- Recommend policy, procedures or actions that will promote a healthy watershed system in the Necanicum Watershed.
- Organize and perform staff activities such as preparing meeting agendas, database management, and other record keeping tasks, organize and prepare for council meetings, take meeting minutes and provide written meeting minutes to the council for review.
- Track grant expenses, make payments and submit to funders for reimbursement, perform basic bookkeeping tasks for the Council.
- Conduct mandatory Council activities such as Self-Evaluations, Action and Work Plan updates.
- Solicit and coordinate volunteer help for council projects and activities.
- Attend relevant conferences and training programs to increase skills and keep abreast of developments within the community of Oregon watershed councils.
- Keep the Council apprised of relevant meetings, hearings, policy changes, training opportunities, etc.
- Other duties as assigned.

### **QUALIFICATIONS AND RESOURCES**

- An Associate's or Bachelor's degree in public administration, community development, environmental sciences or a related natural resource management field is highly desirable. Relevant training and/or experience may be substituted for a degree.
- Related professional background in natural resource program management, community organizing and/or organizational development is preferred.
- Ability to manage multiple projects with competing deadlines.
- Working knowledge of watershed issues, watershed management.
- Good communication skills, comfort with public speaking.
- Provide project management for on-the-ground ecological restoration projects and research/monitoring projects.
- Experience with budget preparation, expense tracking, analysis, and contracting.
- Ability to create positive collaborative relationships between groups and individuals representing potentially conflicting values and priorities.
- Excellent written, oral and interpersonal communication skills.
- Demonstrated ability to research funding and write successful grant proposals for Council activities and projects.
- Ability to work independently, establish work priorities and manage time effectively.
- Knowledge of Geographic Information System (GIS) and mapping is desirable.

- Computer proficient (PC)
- Office management skills: maintain and update filing system, resource library, keep office organized and functional.
- Physical ability to investigate, implement and conduct field inspections and on-the-ground field activities.
- Reliable personal transportation and valid driver's license.

The Necanicum Watershed Council Coordinator's position involves both office and outdoor work. Office work includes data analysis, plan formulation, report and grant writing, general office management and attending both day and evening meetings in the Seaside area. The Coordinator is required to attend all council meetings, as well as other scheduled council activities. Outdoor work requires regular and recurring physical exertion that includes walking, hiking, wading in water, planting and climbing. Work outside will be done in all types of weather and on steep or rough terrain. Field visits will be made to project locations to gather data and make assessments of needs. The Coordinator must provide his/her own transportation for watershed council business, mileage will be reimbursed.

The Coordinator may opt to supplement his/her income by performing direct project support activities such as project management and direct project labor.

#### **SUPERVISION, EVALUATION, PERFORMANCE AND REVIEW**

- The Watershed Council Coordinator is an employee of the Necanicum Watershed Council.
- Policy, program and activity direction is provided by the Necanicum Watershed Council board.
- The NWC Officers will oversee this position. Officers will meet regularly with the coordinator to be updated on the Coordinator's work and to supply assistance as needed.
- The Officers of the NWC have ongoing responsibility for staff review and shall evaluate the job performance of the Coordinator annually.

#### **WORK ENVIRONMENT**

Work shall be performed in both the office and field environment. Our office hours generally occur during the Monday through Friday work week from 8am-5pm. Evening and weekend work is occasionally required due to attendance at NWC monthly meetings and project related scheduling.

Work assignments may require working independently in remote settings involving bending, climbing, crawling, kneeling, lifting up to 30 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work and occasionally contending with adverse weather conditions requiring special clothing and safety precautions.

Travel (>100 miles per month), mostly local, is often required. NWC Coordinator must have a personal vehicle, show proof of a valid driver's license and automobile insurance, and maintain a valid driver's license and automobile insurance for the duration of employment with NWC. Mileage is reimbursed at the current IRS standard mileage rate for personal vehicle usage during NWC related travel, excluding commuting to and from home to office.

The position is subject to the NWC Personnel, Finance, Open Door and Conflict of Interest policies. The position is subject to background checks.

## **APPLICATION PROCESS**

**To apply, please submit by email:**

- 1) A resume,**
- 2) a statement of qualifications, and**
- 3) three professional references.**

The statement of qualifications should describe the applicant's relevant experience and interest in the position and should not exceed two full, single space pages. Applicant contact information must include mailing address, phone number, and email address. Professional references must include name, email address and primary phone number.

Applications will be accepted until the end of business day at 5pm (Pacific Time), Monday, August 16<sup>th</sup> 2021.  
**Incomplete or late applications will not be considered.**

**Please email applications to:** Maggie Peyton - NWC Interim Coordinator [necanicumwatershed@gmail.com](mailto:necanicumwatershed@gmail.com)

**The preferred start date for this position is:** September 20<sup>th</sup>, 2021 or sooner.

***Necanicum Watershed Council is an Equal Opportunity Employer***