



Job Announcement:
Monitoring Coordinator
Luckiamute Watershed Council

The Luckiamute Watershed Council (LWC) is accepting applications for a part-time Monitoring Coordinator. Primary duties of the position will be coordinating the LWC's temperature monitoring program and fulfilling grant deliverables. Other duties include pre- and post-project monitoring on LWC restoration projects. Responsibilities include handling data logger equipment, data logger deployment, data collection, coordinating and working with LWC staff and volunteers, communicating with landowners, data processing and analysis, and data mapping.

The LWC is a 501c3 tax-exempt nonprofit organization serving the Luckiamute and Ash Creek watersheds in Polk and Benton Counties. Our mission is to engage and assist landowners and communities in the voluntary protection, restoration and enhancement of the Luckiamute and Ash Creek watersheds. Visit our website, www.LuckiamuteLWC.org, to learn more.

Location: LWC office, Independence, Oregon; remote work options are available

Reports to / Primary LWC Contact: The Executive Director (ED) is the supervisor of, and primary point of contact for, the Monitoring Coordinator

Status: At-will, Part-time, hourly (average 20 hours per week), non-exempt

Compensation: \$24 - \$26 per hour and up to 3% retirement matching after 90-day probationary period

Job Duties and Responsibilities

Program Coordination

- Oversee LWC temperature monitoring program in coordination with LWC staff, Project Review Committee, Monitoring Sub-committee, and volunteers.
- Update and develop monitoring program procedures, protocols, and templates.
- Communicate with landowners, LWC staff, contracted Project Manager, and volunteers about activities and program progress regularly via email, phone, and in-person meetings as needed.
- Organize the LWC Monitoring Sub-committee, including planning meeting agendas, minutes, and tracking action items.
- With the ED, explore and establish partnership(s) to conduct an analysis of the LWC's full temperature monitoring dataset. Oversee data analysis and reporting.
- Coordinate with Project Managers to conduct pre- and post-project monitoring activities including photo-points, bed elevation monitoring, and other project-specific monitoring activities.

Data Collection

- Handle surface water temperature data loggers including pre- and post-deployment accuracy checks, logger deployment in the field, status checks, and data and logger retrievals.
- Follow LWC's Sampling and Analysis Plan (SAP) and protocols. Revise and update SAP; work with Oregon Department of Environmental Quality (DEQ) staff for approval.

Data Entry/Reporting/Mapping

- Perform data entry of accuracy checks and data retrieval from the field.
- Manage monitoring database and process data each year. Ensure data quality by adhering to monitoring and QA/QC protocols.
- Analyze data and summarize findings in written and verbal formats.
- Incorporate temperature monitoring data into the ArcGIS database.
- Oversee data submission per funder requirements and data sharing with landowners and partners.

Data Visualization and Web Management (<https://data.luckiamute.net/viz>)

- Update and maintain the Data Visualization web application. Depending on skills of candidates this can be done by the Monitoring Coordinator or through contracted support.

Volunteer Management

- Train and oversee volunteers in monitoring related tasks. Schedule volunteer participation in monitoring activities.
- Work with LWC technical volunteers on visits to field sites, data entry, data quality control and analysis, and summarizing results.

Grant Writing / Fund Development

- Work with the ED to develop fundable projects consistent with the LWC's priorities. Actively research potential funding sources (public and private). Develop grant applications, including project and program budgets.

General

- Attend regular staff meetings, quarterly LWC Project Review Committee meetings, Monitoring sub-committee meetings (2-3 per year), and occasional LWC Board meetings.
- Other duties as assigned.

Minimum Qualifications/Characteristics

- Experience with data collection and following protocols to ensure data quality.
- Experience managing large data sets.
- Experience using software, especially Excel, to enter, review and analyze data sets.
- Experience with GIS software, especially ArcMap or ArcPro.
- Experience working in the field, with a preference for those with experience in watershed management, environmental monitoring, or a related area.
- Ability to navigate to project sites using maps, written directions, aerial photos and/or GPS equipment or other software (e.g. Avenza Maps).
- Proficiency with Microsoft Office program suite.
- Strong attention to detail, accuracy, and dependability.
- Ability to handle confidential or sensitive information appropriately and interact with landowners in a courteous and professional manner.



Job Announcement:
Monitoring Coordinator
Luckiamute Watershed Council

- Strong interpersonal skills. Ability to work with partners, community members, and volunteers of diverse backgrounds and perspectives.
- Excellent written and verbal communication skills.
- Motivated, hard-working, ready to learn; ability to work independently and as part of a team.
- Interest in technology and proclivity for problem-solving technical issues.
- Valid Oregon driver's license, reliable personal transportation with proof of car insurance, and ability to attend occasional evening and weekend activities in various locations. Work-related mileage will be reimbursed at the State of Oregon rate per the current LWC personnel policy.

Desired Qualifications/Characteristics

- Experience analyzing data and identifying trends.
- Experience with data management and analysis using Python.
- Experience with Linux operating system and command line operations or using a hosted app service for website administration.
- Ability to develop, update, and manage online mapping and data visualization applications (incorporating use of html, Python, JavaScript, etc.).
- Knowledge of Pacific Northwest ecology (Willamette Valley a plus), native and non-native flora and fauna, and habitat types.
- Grant-writing and grant administration skills and experience.

Physical Condition Requirement: Duties combine both indoor and outdoor tasks. Some physical exertion is required for this position, including the ability to move 40+ pounds and use/operate LWC tools and equipment. Outdoor work can occur in variable weather conditions, often on uneven ground and in stream channels. Work will be conducted on private and public lands.

COVID-19 Vaccination Requirement: The LWC is committed to providing a safe, comfortable, and productive work environment for its employees. The LWC requires all staff to be fully vaccinated for COVID-19. Accommodations for exemptions will be provided as required by law.

Position Details: The position is not eligible for medical benefits. After a 90-day probation period, the position is eligible for SIMPLE IRA matching retirement plan benefits up to 3% match. The position is primarily funded through grants and other funding sources including donations, partner contributions, and contracts. Paid time off (PTO) will be accrued proportionally to the hours worked per the guidelines of the LWC Personnel Policy. Schedule is flexible. Some evening and weekend work may be required.

Equal Opportunity Employer: The LWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity. The LWC believes that diverse perspectives strengthen an organization and encourages people with diverse backgrounds and life experiences to apply.

To Apply:

- Submit an application via email to director@LuckiamuteLWC.org
 - **Email all materials as a single PDF document attachment and include your last name in the name of the file, for example *Smith_Monitoring.pdf***
 - **Use the email subject line *Monitoring Coordinator* when submitting your application.**
- The position is open until filled. Review of applications and scheduling of interviews will begin on Monday, October 25, 2021.
- Email questions about the position to director@LuckiamuteLWC.org
 - **All emails related to the position – including questions and application submissions – must have the email subject: *Monitoring Coordinator***

Application Materials

- Resume, including phone and email contact information
- Cover letter of no more than two pages, 11- or 12-point font

Hiring Process: The position is open until filled. LWC staff will begin reviewing applications on October 25, 2021. The hiring process will include an interview (remote, via Zoom) with a panel of LWC staff members. Interviews will begin in early November. There may be additional follow up conversations after the initial interview. Target start date, dependent on applications received and availability of selected candidate, is late November.