



Job Announcement:
Restoration Project Manager
Luckiamute Watershed Council

Position Summary

The Luckiamute Watershed Council (LWC) is accepting applications for a full-time Restoration Project Manager. Successful candidates will bring project management experience, an interdisciplinary background, and interpersonal and communication skills. The Restoration Project Manager will lead development and implementation of restoration projects, primarily revegetation and instream activities such as large wood placement, floodplain reconnection, and resolving fish passage barriers. This position will work with community members, project partners, technical advisors, contractors, funders, and LWC staff, Board, and committee members to advance the LWC's mission and restoration portfolio.

Position Posted: August 29, 2022

Review of Applications: First review begins September 19, 2022, position open until filled

Location: LWC office, Independence, Oregon. Option for partially remote work, with occasional on-site meetings required. Field work spans the LWC service area in parts of Polk and Benton counties.

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

Status: At-will, exempt, full-time (1.0 FTE, 40 hours / week)

Compensation: \$54,000 / year

Benefits: The LWC offers a competitive package of medical, vision, and dental insurance, 11 floating paid holidays per year, paid time off, and up to 3% retirement matching in a SIMPLE IRA.

About the Luckiamute Watershed Council

The LWC's mission is to engage and assist landowners and communities in the voluntary protection, restoration, and enhancement of the Luckiamute and Ash Creek watersheds, accomplished through the work of dedicated Board and committee members, staff, volunteers, contractors, partners, and funders. Our work is guided by a Strategic Plan, Action Plan, and technical assessments, monitoring data, and stakeholder input. Visit www.LuckiamuteLWC.org, to learn more.

The LWC has embarked on an Equity, Diversity and Inclusion (EDI) journey, which includes Board and staff trainings and the development and application of an equity lens to our operations and programs. The Project Manager will be an active participant in this ongoing work. We believe that diverse perspectives strengthen an organization and encourage people with diverse backgrounds and life experiences to apply. 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.

Job Duties and Responsibilities

Community Engagement

- Collaborate with community members, private and public landowners and land managers, Tribes, agencies, and other partners to identify and develop restoration projects.

- Participate in LWC 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.
- Support planning and implementation of volunteer events at restoration sites in coordination with LWC staff (e.g. provide recommendations on site location, timing, target weeds, etc.).

Grant Writing and Fundraising

- Develop and review project budgets.
- Research and identify funding opportunities. Prepare and review grant proposals.
- Participate in fundraising tours and events.

Project Design

- Develop restoration actions in collaboration with landowners / land managers and partners.
- Conduct field surveys to assess and document site conditions.
- Utilize geospatial tools such as ArcGIS, Avenza Maps, and GPS units to document surveys and draft design elements and project boundaries.
- Work with consultants and contractors to develop and deliver designs, prepare permit applications, and other technical assessments or documents.

Project Management

- Coordinate and schedule projects in coordination with LWC team and project partners.
- Manage contracting processes including request for proposals (RFPs), bid review, selection, and award.
- Oversee restoration projects including adherence to project design, schedule and budget, and permit and contract requirements. Manage procurement of project supplies including native plant materials.
- Communicate regularly with LWC staff and contractors, landowners and land managers, agencies, project partners, and other relevant stakeholders.
- Evaluate and document site conditions regularly.
- Compile relevant information and prepare reports to meet grantor reporting requirements.
- Ensure completion of data collection, photo-point monitoring, and other field monitoring tasks.

General / Organizational Duties

- Attend staff meetings, quarterly Project Review Committee (PRC) meetings, and occasional LWC Board meetings.
- Develop and update procedures for common tasks (e.g. reveg site assessments).
- Attend trainings, workshops, and conferences, as requested by ED.
- Maintain accurate administrative records for payroll, mileage, and expense tracking.
- Other duties, as assigned by the ED.

Required Qualification / Characteristics

Studies have shown that Black, Indigenous, and People of Color (BIPOC), women, and other marginalized groups are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job. If you are interested in applying, we encourage you to think broadly about your background and qualifications and how not only your professional and educational experiences, but traditional, lived, and volunteer experiences contribute to meeting the qualifications.



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- Commitment to advancing equity, diversity, and inclusion.
- Strong interpersonal skills. Ability to work with and interact with community members of diverse backgrounds and perspectives in an inclusive, collaborative, and professional manner and incorporate community perspectives into restoration planning and implementation.
- An interdisciplinary understanding of hydrology and applied ecology including
 - ability to observe the landscape and assess ecosystem drivers and processes.
 - ability to develop and implement habitat restoration project that restore ecological process and function, with a focus on aquatic, floodplain, and riparian habitats. Examples include large wood placement, floodplain reconnection, resolving fish passage barriers, and riparian revegetation.
- At least two years of relevant experience in project management.
- Knowledge of Pacific Northwest ecology (Willamette Valley a plus), native and invasive plants, and habitat types.
- Experience with mapping software, GIS, and GPS tools, especially ArcMap or ArcPro.
- Proficiency with Microsoft Office program suite, particularly Word and Excel.
- Excellent written and verbal communication skills.
- Motivated and eager to learn; ability to work both independently and as part of a team.
- Valid Oregon driver's license (or ability to obtain), reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.
- Willingness and ability to have a flexible work schedule and work occasional evenings and weekends.

Desired Qualifications/Characteristics

- Completion of post-secondary coursework in natural resource management, fisheries, botany, ecology, watershed science or other related fields.
- History of successful grant-writing.
- Experience applying for and managing local, state, or federal project permits.
- Ability to plan and facilitate effective meetings and to deliver engaging public presentations.
- Proficiency in Spanish, particularly verbal communication (speaking / listening).

Physical Condition Requirement: Duties include both indoor and outdoor tasks. Office work includes sitting, typing, standing, and moving supplies and gear. 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 remote locations, in variable weather conditions, often on uneven ground and in stream channels. Work is conducted on private and public lands; driving on gravel roads is common. While working in variable field conditions and occasionally rugged terrain is essential to the position, the LWC is friendly to adaptations and reasonable accommodations to perform job functions.

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 eligible for employer-paid medical benefits including medical, vision, and dental. After a 90-day probation period, the position is eligible for a SIMPLE IRA retirement plan with up to 3% LWC match. The LWC is a 501c3 tax-exempt nonprofit organization; the position is primarily funded through grant funds and other funding sources including donations, partner contributions, and contracts. The LWC offers 11 floating paid holidays and paid time off (PTO). Schedule is flexible. Some evening and weekend work is required.

Application Materials (use 11- or 12-point font; combined materials should not exceed 5 pages)

- Resume of no more than two pages, including your phone and email contact information.
- Cover letter of no more than two pages. Include your lived, professional, volunteer, and educational experiences in ecological restoration and community engagement
- Equity, Diversity, and Inclusion (EDI) statement of no more than 1 page. Discuss your experiences, education, and commitment to EDI. Provide a concrete example of your commitment and how you might apply it to your work in this position.

Application Instructions

- Submit an application via email to director@LuckiamuteLWC.org
 - **Email all materials as a single PDF document attachment. Begin the file name with your last name, for example *Harris_ProjectManager.pdf***
 - **Use the email subject line *Restoration Project Manager* when submitting your application.**
- Email questions about the position to director@LuckiamuteLWC.org
 - **To ensure prompt response, please use the email subject: *Restoration Project Manager* for all emails related to the position – including questions and application submissions.**
- Incomplete applications or materials submitted that do not follow the Application Instructions will not be accepted.

Hiring Process: The position is open until filled. LWC staff will begin reviewing applications on September 19, 2022. The hiring process will include an interview with a panel of LWC staff members (can be in-person or remote). Target schedule is for interviews to begin the week of September 26. If selected for an interview, you will be asked to provide three references at that time. Follow-up interviews with selected candidates may be scheduled as needed. The selected candidate will also be asked to complete a pre-employment background check for identity verification and criminal background. Target start time is mid-October, which can be flexible based on applications received and availability of the selected candidate.