

Restoration Associate Job Description

Willamette Riverkeeper



Project Management

- Help generate and implement restoration plans
- Support projects, collaborate with project partners
- Fluent understanding of current grants, write grants as needed
- Report to funders about accomplishments and outcomes
- Help secure permissions and permits for projects, when necessary
- Use photo points to demonstrate project success
- Support Willamette Riverkeeper projects with geographical information systems

Supervision & Contracting

- Collaborate with Interns and volunteers
- Supervise service-learning days and community engagement
- Understand contracts and work orders for all work performed on our restoration projects
- Collaborate with contractors, work with them to provide efficient delivery of outcomes

Financial

- Assist with the management of Habitat Restoration grant budgets
- Help track incoming bills, code invoices to funding source, track payments
- Support the tracking of reimbursements from funders
- Double check formulas and the integrity of financial spreadsheets

Education & Outreach

- Organize and lead aquatic invasive species (AIS) workshops via canoe
- Formulate media (written, film, and web-based) to educate others about WR restoration efforts
- Facilitate service-learning opportunities for school groups and targeted audiences
- Support Willamette Riverkeeper events, help manage risk and quality of on-water events
- Help design new outreach and educational tools such as use of iNaturalist
- Help work with private landowners to educate them about restoration practices and aquatic invasive species, secure landowner permissions for adjacent treatments

Research & Collaboration

- Stay current with knowledge relevant to restoration of floodplain forests and AIS
- Collaborate with groups supporting habitat restoration in the Willamette Valley
- Provide support for the Willamette Aquatic Invasives Network / Wapato Revival
- Continue to position Willamette Riverkeeper as a valued restoration partner

Support Willamette Riverkeeper Operations and Events

- Discovery Paddles
- Paddle Oregon
- Pinot Paddle
- Trash Cleanups
- Other responsibilities as assigned

Assist with all of Willamette Riverkeeper's major restoration projects:

Willamette Mission State Park

- Partner with Oregon State Parks to restore 752 acres of floodplain forest and aquatic habitat at 1200+ acre Willamette Mission State Park through 2025
- Help develop a master plan for the site to transfer restoration responsibilities from Willamette Riverkeeper to Oregon Parks and Recreation Department
- Remove aquatic invasive species on 36-acre Mission Lake, transition to hand pulling most all AIS in this waterbody by 2023
- Assist with the development of outreach materials including a film and signage about the success of this landscape scale restoration project
- Continue to support water quality and macrophyte studies of Mission Lake
- Engage Cascade Environmental Group in mortality studies and planting plans

Windsor Slough

- Support up to 4 years of AIS treatments on Windsor Slough
- Help manage landowner outreach, permissions, permits, contracting, and on the ground supervision of the project
- Engage Portland State University to complete aquatic vegetation and water quality monitoring on Windsor Slough
- Contribute to a long-term plan for management of the site

Gail Achterman Wildlife Area Habitat Enhancement Project

- Partner with Oregon Department of Fish and Wildlife to restore floodplain forest and aquatic habitat at this 290-acre wildlife area located on the mainstem Willamette River between Independence and Salem.
- Support work to remove invasive species and plant natives on 123 targeted acres
- Facilitate education about indigenous knowledge, practices, and use of native species

Minto-Brown Island Slough Enhancement Project

- Support removal efforts of invasive plants growing in 76 acres of aquatic and riparian habitat in Willamette Slough through 2023
- Help coordinate contracting, budget management, treatments, and reporting

Willamette River AIS, Education, Surveys, and treatment of EDRR Plants

- Help develop and maintain a website to educate practitioners and the public about AIS
- Facilitate educational "Paddle & Pull" events on the river that engage volunteers
- Survey the Willamette River for EDRR AIS, report findings ASAP
- Assist with the coordination of treatments of EDRR AIS on the Willamette River

Norwood Island, Nichols Sanctuary, & Ash Island

- Learn about Willamette Riverkeeper properties to understand current flora and fauna
- Lend direction to small scale restoration efforts on these properties