



Job Announcement:
Monitoring Coordinator
Luckiamute Watershed Council

Position Summary

The Luckiamute Watershed Council (LWC) invites applications for our Monitoring Coordinator. Primary duties of the position will be coordinating the LWC's temperature monitoring program and fulfilling grant deliverables. Other duties include project-specific monitoring on LWC restoration projects. Responsibilities include managing and deploying data logger equipment, data collection, coordinating and working with LWC staff and volunteers, communicating with landowners, funders, and partners, mapping monitoring stations, and data processing, analysis, and sharing.

Position Posted: February 9, 2023

Review of Applications: Review begins March 6, 2023; position open until filled.

Location: LWC office in Independence, Oregon. Options for partially remote work are available, with occasional on-site meetings required. Field work spans the [LWC service area](#).

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

Status: At-will, part-time, hourly, non-exempt; 0.7 – 0.8 FTE (about 28 – 32 hours per week)

Compensation: \$26 per hour (paid on a monthly pay cycle)

Benefits: The LWC offers a competitive package of medical, vision, and dental insurance (for employees only), 11 floating paid holidays per year, paid time off, and up to 3% retirement matching.

About the Luckiamute Watershed Council

The LWC is staffed by a passionate, inter-disciplinary, lighthearted team who care deeply about the watershed community and ecological health in this corner of the mid-Willamette Valley. 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 with the enthusiastic support of dedicated Board and committee members, volunteers, contractors, partners, and funders. Our work is guided by a Strategic Plan, Action Plan, 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 Monitoring Coordinator 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

Program Coordination

- Oversee LWC temperature monitoring program in coordination with LWC staff, Project Review Committee (PRC), Monitoring Sub-committee (MSC), and volunteers.
- Update and develop monitoring program procedures, protocols, and templates.
- Communicate with landowners, LWC staff, and volunteers about activities and program progress regularly via email, phone, and in-person meetings as needed.
- Organize the LWC MSC, 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 restoration project-related monitoring activities including photo-points, bed elevation monitoring, and other project-specific monitoring.

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 Management and Reporting

- Maintain monitoring database and process data each year. Ensure data quality by adhering to monitoring and QA/QC protocols.
- Perform data entry of data collected in the field, such as field audit data.
- Use existing R scripts to run QA / QC procedures and format data.
- Analyze data and summarize findings in written and verbal formats.
- Incorporate monitoring station locations 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 with assistance of contracted support.

Volunteer Management

- Train and oversee volunteers in monitoring-related tasks, at times in remote locations and difficult terrain. 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.



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Grant Writing / Fund Development

- Work with the ED to develop 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 PRC meetings, MSC meetings (2-3 per year), and occasional LWC Board meetings.
- Maintain accurate administrative records for payroll, mileage, and expense tracking.
- Other duties, as assigned by the ED.

For Candidates Considering Applying

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 qualifications.

Minimum Qualifications/Characteristics

- Commitment to advancing equity, diversity, and inclusion.
- Experience with data collection and following protocols to ensure data quality.
- Experience managing large data sets.
- Experience using R/Rstudio to clean, organize, and analyze data sets. Ability to understand and run existing R script and troubleshoot as needed.
- 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, especially using Excel to manage data sets.
- 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.
- 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, access to 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 current State of Oregon rate.

Desired Qualifications/Characteristics

- Experience analyzing time series data and identifying trends.
- Experience writing R script.
- 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 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 often occurs in remote locations, in variable weather conditions, often on uneven ground and in stream channels. Work is conducted on private and public lands; driving personal vehicle on gravel roads is common. While working in variable field conditions and 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 stay up to date on CDC COVID-19 vaccination recommendations. Accommodations for exemptions will be provided as required by law.

Position Details: The position is eligible for health and dental benefits for employees only, with premiums covered at 100%. 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 related to the position responsibilities and qualifications.
- Equity, Diversity, and Inclusion (EDI) statement of no more than one 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.



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To Apply:

- Submit an application via email to operations@luckiamutelwc.org
 - **Email all materials as a single PDF document attachment. Begin the file name with your last name, for example *Harris_MonitoringCoordinator.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, March 6, 2023.
- Email questions about the position operations@luckiamutelwc.org
 - **To ensure prompt response, please use the email subject: *Monitoring Coordinator* for all emails related to the position – including questions and application submissions.**
- Applicants' materials will be redacted for personal information to reduce the potential of bias by the hiring team.
- 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 March 6, 2023. The hiring process will include an interview with a panel of LWC staff members. Interviews will begin in mid-March. Candidates selected for an interview will be asked to provide three professional references at the time of the interview. There may be additional follow up conversations after the initial interview. The selected candidate will be required to complete a pre-employment background check for identity verification and criminal background. Target start date, dependent on applications received and availability of selected candidate, is early to mid-April.