



# MidCoast Watersheds Council

*Watersheds of the Salmon River, Siletz River, Yaquina River, Alsea River, Yachats River, and Ocean Tributaries*

## Job Description

### Watershed Restoration Specialist for the MidCoast Watersheds Council

#### BACKGROUND

The MidCoast Watersheds Council (Council) is a non-profit group that has been working for 25 years with interested landowners on projects to improve riparian, stream, estuary, and water quality conditions and remove migration barriers to improve survival of salmon, steelhead, cutthroat trout and lamprey. It has also worked to increase understanding about issues facing our watersheds, and has done policy work to try to address issues at a more systemic level. The Council is governed by a diverse Board of Directors, seeks consensus on issues, and builds partnerships to get things done in a non-regulatory, cooperative manner. We work closely with partners such as ODFW, USFS, USFWS, Lincoln SWCD, Pacific States Marine Fisheries Commission, The Wetlands Conservancy, Audubon Society, and Lincoln, Lane and Benton Counties. The Council receives operational support funds from Oregon Watershed Enhancement Board and also seeks out and receives funds from OWEB, federal and non-governmental organizations to accomplish project work.

#### GENERAL JOB DESCRIPTION

The Watershed Restoration Specialist (Specialist) will provide support to the Watershed Council Coordinator (Coordinator) to increase the quantity of high quality projects that can be accomplished. The ideal candidate is experienced in landowner communication and restoration work, is a good writer, and will be able to assist the Coordinator in all aspects of project development, grant writing, project management, and communications as well as accomplishing policy and administrative tasks. Work is expected to begin before the end of August.

#### DUTIES AND RESPONSIBILITIES

This position requires a highly motivated self-starter with demonstrated ability to work as a part of a productive and talented team. This position has great flexibility to increase responsibilities, roles and salary in all aspects of work the MCWC accomplishes. This position will work both in the office and a field setting. More specifically, the following are *examples* of the types of duties and responsibilities that the Specialist may be asked to undertake under the guidance of the Coordinator:

#### WATERSHED PROJECT MONITORING, DEVELOPMENT AND MANAGEMENT (estimated 60% of time)

- Photo and condition monitoring on current, past and future sites
- Landowner outreach to identify new projects in prioritized areas.
- Work with existing and seek out new partners and collaborators to further scope and success.
- Write grant applications and progress reports for projects
- Prepare GIS maps and perform basic analysis using ArcGIS, maintenance of GIS products and data
- Manage watershed restoration projects, including working productively with contractors and agency partners and assuring that project requirements and timelines are followed.
- Write and present short written reports on work undertaken and accomplished
- Do physical labor that may involve planting, fencing, nursery work and carrying up to 40 lbs of equipment and materials for this work, including in wet conditions and on uneven ground.
- Do survey and monitoring work that may include: temperature, eDNA sampling, habitat assessment.
- Actively participate in meetings to further policy positions that represent MCWC interest in water conservation, water quality, habitat conservation and other similar topics

### **OUTREACH (estimated 30% of time)**

- Arrange for speakers for monthly MCWC community meetings, Alsea Basin and Siletz WC quarterly meetings and seek out interested landowners for projects in those basins.
- Help recruit and engage volunteers in restoration work parties, conservation nursery work, in field tours, river clean ups and other events.
- Track volunteer hours, mileage, and participation in relation to specific grants
- Organize education events, including work parties and field trips, with local school and youth groups

### **ADMINISTRATIVE (estimated 10% of time)**

- Prepare materials for monthly and quarterly meetings; track attendance
- Prepare press releases and social media communications; update website
- Maintain physical and digital files to meet administrative and fiscal needs
- Monitor and respond to communications, be available to the public

### **SUPERVISION RECEIVED**

The Specialist works under the guidance and direction of the Coordinator and seeks input from the same. Technical assistance is provided as well by the Council's Technical Team (composed of partner groups). Payroll requirements and fiscal aspects of grant management are under the guidance of the Council's fiscal specialist.

### **SALARY and BENEFITS**

Initial salary for this full time position, depending on experience is \$21-23/hour. Good potential to increase Specialist salary in subsequent years through writing successful project grants. In addition to paid legal holidays, workers compensation, and unemployment insurance, the Council will provide, after 6 months, annual leave, health insurance fund and personal/sick leave.

### **POSITION QUALIFICATIONS:**

- Two years of work experience in the above fields, especially proven experience in grant writing, project management, and/or landowner and community outreach.
- Strong interpersonal skills to work with and interact with partners and community members of diverse backgrounds and perspectives in a courteous and professional manner
- Proficiency with ArcGIS
- Completion of Bachelor's degree in natural resource management, fish and wildlife, botany, environmental science, or environmental studies or other related fields
- Comfort in working outdoors, in an office, and in partner/community meeting environments
- Proficiency with Microsoft Office program suite, Google Applications, and Adobe products
- Driver's license, reliable personal vehicle and adequate liability and collision insurance
- Experience preferred in environmental DNA sampling and/or stream temperature monitoring

### **HOW TO APPLY:**

Please send the following documents as a single PDF to [ari@midcoastwc.org](mailto:ari@midcoastwc.org) with **Watershed Restoration Specialist Position** in the subject line. Applications must be received **before NOON on August 5<sup>th</sup>, 2020**.

1. A cover letter of no more than two pages describing how your work experiences have prepared you to successfully complete the position duties.
2. A resume of no more than two pages
3. The contact information for at least three professional references. Also provide the *date* you would be available to start work.