



Job Title:	<b>Restoration Project Manager</b>
Job Code:	11712
Department:	Natural Resources
Reports to:	Natural Resources Director
FLSA:	Non-Exempt
Starting Salary:	\$19.04/hr DOE
Salary Grade:	11h

## **Restoration Projects Manager Job Announcement Part Time**

**Closes: Open Until Filled**

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### **SUMMARY**

The Restoration Project Manager is responsible for the implementation of the Coho recovery under the Tribe's Pacific Coast Salmon Recovery (PCSRF) grants, as well as overall project management support for the restoration projects in the Tribes Ancestral Area.

This position will oversee contract and implementation for various habitat restoration consultants and contractors. Attend meetings and technical trainings that inform and build the capacity to fulfill the grant(s). This position shall provide support for existing and create new opportunities for outreach, education and collaborations.

### **PRINCIPAL ACTIVITIES & RESPONSIBILITIES**

- Manage and implement the Pacific Coast Salmon Recovery Funding restoration projects and other restoration projects in the Tribe's Ancestral Territory
  - Manage all procurement and contracts
  - Manage all reporting & monitoring (updates, photos, etc.)
  - Manage/track all budgeting & accounting
  - Manage all compliance and amendments
- Develop Capacity to navigate and utilize PCSRF database and website as well as other grantee logins and reporting websites (eg. Grant.gov, etc.)
- Development, planning and implementation of current and potential watershed restoration projects.
- Develop capacity to include the use Traditional Ecological Knowledge for watershed restoration and land management
- Work cooperatively and organize meetings with all engaged partners, landowners, contractors and volunteers.
- Develop Outreach materials for projects using reporting texts and site/field photos
- Compile and maintain/archive technical reports and administrative records in an accurate and up-to-date manner.
- Attend meetings, trainings and workshops to build the capacity of the restoration related to PCSRF activities.
- Communicate effectively in both verbal and written form, occasionally providing support services and training.
- Work effectively in a team environment with a variety of technical, professional and administrative staff.

- Coordinate and collaborate with all engaged partners, contractors and volunteers associated with restoration projects
- Must be able to interact with Tribal members and the public in a courteous and professional manner.
- Using Microsoft Office programs, manage data generate reports, and produce presentations & require documents.
- Must maintain good attendance record.
- Other duties as directed by management.

#### **LEVEL OF AUTHORITY & RESTRICTIONS**

- Coordinate and oversee all contracts associated with restoration projects

#### **PHYSICAL & MENTAL DEMANDS**

- Must be able to walk, talk, hear, use hands to handle, feel or operate objects, tools, or controls, and reach with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- Must be required to push, pull, lift, and/or carry up to 40 pounds.

#### **WORKING CONDITIONS & ENVIRONMENT**

- The noise level in the office environment is usually moderately quiet.
- Field work may require ability to work well in rough terrain and inclement weather
- Work effectively in a team environment with a diverse variety of technical, professional, and administrative staff
- Work effectively in a negotiating environment where others may have diverse and competing interests and may be uncooperative or adversarial
- May require the ability to walk, hike, swim, drive, and boat in difficult conditions at various hours and days of the week
- Requires occasionally irregular working schedules around tides, other cycles or events, evening and weekend meetings, out-of-area travel for meetings, conferences, workshops, trainings, etc.

#### **MINIMUM JOB REQUIREMENTS**

- Must be at least 18 years of age.
- *Valid* driver's license as well as the ability to be able to comply with Tribal Vehicle Use Policy. This position may include providing transportation for Native and non-Native American clients in tribally owned vehicles
- Adequate transportation required.
- Valid Boat's card must be acquired within 90 days of starting work
- Bachelor's Degree in an environmental program (eg. Biology, Fisheries, Wildlife, etc).
- Preferred 1 year practical work experience in habitat restoration and/or monitoring or other related field, or any combination of experience and training which demonstrates the knowledge, skill, and ability to perform the above-described duties.
- Preferred working knowledge of fish and water quality monitoring and optimal conditions
- Must be proficient in the use and knowledge of Microsoft Word, Excel, Access and Publisher.

- Must be able to effectively communicate with people having various levels of understanding of pure and applied sciences, environmental protection, and specifically habitat restoration benefits.
- Must be able to follow all procurement requirements of the Tribe and all grantors.
- Effective communication both orally and in writing including technical, regulatory, and persuasive writing skills.
- Must possess reasonable ability to communicate in English.
- This is a Covered position and is subject to pre-employment drug testing and criminal history background check which will include fingerprinting.
- Must have employment eligibility in the U.S.
- Indian preference will be observed in hiring process.

### **HOURS**

- Less than 30 hours per week during workdays of Monday through Friday 8am to 5pm with possible occasional evening and weekend work.

### **JOB LOCATION**

Tribal Outreach Office  
3757 Hwy 101  
Florence, OR 97439

Apply online @ [www.ctclusi.org](http://www.ctclusi.org)

**Deadline: Open Until Filled**

