



35285 Millard Road // St Helens, OR 97051
503-433-3205

Job Announcement:

Council Coordinator

Location: St. Helens, OR

Open: February 2, 2018

Closes: February 21, 2018 or until filled

Start date: As soon as possible

The Coordinator is a .5 FTE position with the potential to grow the position to full time, employed by the Columbia Soil and Water Conservation District (CSWCD) with a work plan directed by the Lower Columbia River Watershed Council (LCRWC) Board of Directors. The position will manage all operations, including the development of Watershed Council funding, maintenance of Watershed Council relationships, development of programs and projects, and strategic planning. The position will work with stakeholders in the Lower Columbia River region from Columbia City, Oregon to Westport, Oregon to ensure that the LCRWC is able to provide technical and financial assistance to and coordination among rural citizen stakeholders, community and conservation groups, agencies, and local government through Watershed Council programs, projects, and partnerships.

Watershed Councils are locally-driven, non-governmental, non-regulatory community-based organizations that facilitate stewardship and restoration projects as described in Oregon Revised Statute 541.350 and the Oregon Plan for Salmon and Watersheds. The LCRWC is one of three in Columbia County.

Primary Responsibilities

Landowner Recruitment (30%)

Develop partnerships and build trust with landowners to secure commitment to conservation and restoration actions, conservation easements under the Farm Bill programs, maintenance and monitoring (includes cold calls, site visits and coordinating signing landowner agreements, etc.).

- Coordinate landowner technical assistance through close partnerships with the CSWCD, Natural Resource Conservation Service (NRCS), Farm Service Agency (FSA), and Oregon Department of Forestry (ODF), etc.
- Develop relevant and tailored outreach through presentations and direct conversations for community groups such as landowner organization/networks (e.g. Columbia County Small Woodlands Association, OSU Extension Ag/Forestry programming, larger corporate timber ownerships, etc.) and other methods within the high priority sub-basin areas.
- Recruit landowners in high priority sub-basins to attend Council meetings, events and workshops.

Technical Assistance, Project Planning, Project Implementation (35%)

- Conduct field visits to identify natural resource challenges and restoration/conservation opportunities with landowners and/or project partners.
- Lead the LCRWC development and implementation of one and five year plans for projects, outreach, and other activities.
- Create project plans that identify restoration and conservation alternatives, including timeline and project specific budgets for LCRWC approval and ultimate submission to potential funders.
- With partners, identify and secure funding sources.
- Coordinate and oversee contractors, other staff, and volunteers during restoration planning and implementation as appropriate.
- Procure materials, supplies, and equipment to carry out restoration projects as appropriate.
- Maintain restoration records both in electronic and hard copy formats

Partnerships and Communications (35%)

- Attend technical partnership meetings that include other watershed councils, Soil and Water Conservation Districts, NRCS, ODFW, ODF, etc.
- Provide written work plan progress reports to Watershed Council monthly. Coordinate LCRWC and partnership meetings. Keep a daily work diary. Provide other reports as needed for the Council, partners, or stakeholder groups. Present the annual budget and quarterly financial reports. Report on project specific projected and actual expenses as requested by the Council.
- Coordinate with numerous partners, contractors, and their staff implementation of collaborative watershed restoration projects/programs.
- Work to identify new potential partnerships and maintain existing relationships.
- Attend relevant professional development opportunities (e.g., trainings, conferences, workshops, peer-to-peer learning tours, etc.).
- Ensure visibility and presence in the community for watershed council activities and contributions through local media and other community information sources (e.g. social media).
- Plan and implement community events and volunteer opportunities to broaden community engagement and landowner recruitment and increase community knowledge about the watershed.

Compensation

Compensation will depend on experience and range between \$20-\$25 per hour for .5 FTE plus a generous employee benefits package provided by CSWCD that includes vacation, health, dental, and retirement benefits. The position is grant funded primarily through Watershed Council Support grants from the Oregon Watershed Enhancement Board (OWEB) and grants from OWEB and other sources. The incumbent will be responsible for developing and maintaining funding for the position.

Working Conditions

This position requires both office and outdoor work. Field visits are made to project locations to gather data, make outcome or suitability assessments, etc. Office work involves data analysis, plan formulation, grant writing, report writing, budget oversight, and meetings. The work requires regular and recurring physical exertion including hiking, walking, wading in water, and climbing on uneven terrain. Occasional overnight

travel will be required to represent the Council and its interests at various seminars, meetings, and conferences. Incumbent must have a valid Oregon driver's license and must have a reliable motor vehicle for work-related driving. Work-related mileage will be reimbursed at state rates.

Qualifications

Applicants should hold a minimum of a bachelor's degree in forestry, fisheries, planning, agricultural, or a related discipline. A graduate degree or experience with watershed management, restoration, planning, or non-profit management is preferred. Additional desired qualifications include a specialization in one of the following areas: spatial analysis and mapping (GIS), hydraulic modeling, watershed research and monitoring, collaborative facilitation, or another relevant specialization.

Application Process

Qualified applicants should send a letter of application describing their interest and experience relative to the position, a resume or CV, and the phone/email address of three professional references to

Columbia Soil and Water Conservation District

Attn: Kari Hollander

employment@columbiaswcd.com

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