

## **Position Open – accepting applications until September 1, 2019**

### **Job Description: Oswego Lake Watershed Council Coordinator**

The Oswego Lake Watershed Council (OLWC) is a locally organized, non-profit, non-regulatory watershed stewardship organization established to improve the condition and health of the Oswego Lake watershed and its stream network.

The mission of the OLWC is to foster stewardship, education, participation and financial support for the purpose of the conservation, restoration, enhancement and maintenance of watershed functions that achieve and sustain a healthy watershed. Our vision is of streams, wetlands, riparian forests, upland forests/trees, Oswego Lake, and other natural resources working together as a sustainable ecological system that supports good water quality, productive habitat for native plant and animal communities, and enhanced quality of life.

OLWC is a volunteer based organization with an active and engaged board of directors. The council is presently supporting restoration at ten sites. These restoration efforts are supported by grants received from Clackamas Soil and Water Conservation District, City of Lake Oswego Habitat Enhancement Program and Oregon Watershed Enhancement Board (OWEB) small grants. The council is also dedicated to community education about watershed function and stormwater management. This position will coordinate both the restoration and education/outreach efforts of the council.

#### **These activities include:**

**Volunteer Management** – Recruit, train, support and recognize volunteers for work parties removing invasive species and planting native plants on restoration sites. Assist with developing onsite training for volunteers.

**Project Identification** – Work with the board to identify potential sites for restoration. Identify potential partners to support funding restoration activities.

**Project Management** – Coordinate activities at the project sites to allow volunteers or contracted restoration crews to work effectively. Includes having necessary equipment and supplies (including plants) available at the site. Work with OLWC board members to recruit contract labor and supervise their activities. Work with OLWC board members to order native plants and ensure delivery to restoration site locations.

**Landowner Relations** – Coordinate work parties and subsequent monitoring with the participating landowners. Includes scheduling access to the property and recognition of landowners' contributions to the project success. Work with landowners to develop a mutually acceptable planting plan.

**Publicity and Outreach** – Publicize work parties to recruit volunteers. Work with board members to publicize restoration accomplishments and educate the public on watershed function. Support annual State of the Watershed event. Coordinate quarterly newsletters. Work with webmaster to regularly update OLWC website and social media outlets.

**Record Keeping and Reporting** – Maintain financial records of expenditures and ensure all invoices are paid in a timely manner. Maintain records of accomplishments for each restoration site. Write reports required by grant obligations and submit grant reimbursement requests.

**Grant Writing** – Work with Board of Directors to write grants to support Council restoration and outreach activities.

**General Organizational Support** – Communicate activities to the board in a timely manner. Attend monthly OLWC Board meetings. Assist with other duties as assigned.

**Qualifications:**

- Educational background in ecology and/or local natural history.
- Experience working on upland and riparian restoration including invasive plant removal and planting and erosion control.
- Experience managing volunteers including recruitment, support and recognition.
- Experience writing grants, project and grant reports and documenting project activities.
- Ability to manage a budget.
- Strong verbal and written communication skills.
- Ability to work independently and manage time effectively.

**Hourly wage - \$20.00 per hour for an average of 120 hours per month.** Work schedule is flexible but will require some weekend work to coordinate volunteer work parties. (There are no benefits associated with this position.)

**Physical requirements** – Must be able to walk over rough terrain and carry 20 pound objects for a sustained distance.

**Applications deadline: September 1, 2019**

**To apply please send:**

- **Resume**
- **Cover Letter**
- **Response to Application Questions**

**To Stephanie Wagner at [stephanie@oswegowatershed.org](mailto:stephanie@oswegowatershed.org).**

**Application Questions:** Please answer the following questions. Background information about council activities can be found at [www.oswegowatershed.org](http://www.oswegowatershed.org).

A. Restoration Work at one of the designated restoration sites.

1. What will you do to prepare a site for a volunteer work party?
2. You have scheduled a volunteer work party. How will you recruit participants?
3. How will you recognize volunteer contributions after the work party?
4. What will you do to document the work accomplished during the work party?

B. Community Outreach and Education

1. What information would you share with volunteers to help them understand and support the watershed council and its mission.
2. What information is most important for community members to understand to inspire them to protect our watershed?
3. How would you disseminate this information?

C. Organizational Stability

1. What experience do you have creating and managing budgets?
2. How would you manage your time in order to meet all the responsibilities of this position?
3. Give an example of a project for which you helped procure funding. Where were funds raised? How were the funds spent?
4. Give an example of a project for which you were responsible for keeping records and producing final reports. What exactly did you do as part of that process?