



The mission of the Council is to maintain and enhance the health of the South Fork John Day River watershed and the long-term economic stability of the region, to foster a better understanding of the multiple resources, to represent broad and diverse geographies and interests, and to work collaboratively to carry out voluntary watershed restoration activities.

POSITION DESCRIPTION

Position Title: Program Assistant

Work Location: John Day, OR

Reports To: Executive Director

Status: Full time

Begin Work: June 1st

Compensation: Annual salary \$37,440 - \$38,400/year, with Health Reimbursement Arrangement Medical Benefits, and Simple IRA contribution available after a successful 6-month probationary period.

Position summary:

The South Fork John Day Watershed Council (SFJDWC), in Grant County, OR is looking for an energetic, hardworking and motivated individual to join our staff for full-time employment. Successful candidates may receive training and experience in multiple restoration, and community engaging activities.

Program Assistant Duties & Responsibilities:

- Uses computers to store and analyze field data including spreadsheets, word processors, and databases.
- Program development
- Planning, and monitoring projects for the council
- Collect field data in accordance with standard procedures using standard and specialized data collection equipment. Record notes, check computations, prepare records for computer processing, enter data into computer files, and assemble and prepare field data for tabulation and publication.
- Represent the Council at various meeting and functions
- Process and distribute mailings for workshops or other functions
- Assist the council in annual and long-range planning efforts
- Manage and implement open projects
- Complete project reporting requirements
- Prepare grant applications and other funding proposals to promote and enhance the SFJDWC programs
- Secure and administer funding for projects
- Compile and complete project applications
- Assist in preparing monthly reports to present at Council meetings
- Communication with a variety of individuals from various agencies as well as private landowners may be required.
- Manage the Council's youth programs
- Other duties as assigned by the Council Board, or Coordinator

Preferred Knowledge/Skills/Abilities:

- Ability to lift a minimum of 50 pounds

- hike in varying elevations, and/or perform physical tasks required for restoration of habitats for durations lasting as long as ten hours under all weather extremes including extreme hot or cold, wet or dry conditions weather conditions.
- Comfortable working, hiking, and driving in remote locations of Grant County, OR
- Use Global Positioning System (GPS) software and equipment to track and record field data
- Ability to learn Proper Scientific Data Collection Techniques
- Ability to effectively communicate and cooperate in a team.
- Desire to work with youth.
- Ability to work effectively alone.
- Ability to quickly acquire skills and learn new techniques.
- Grant Writing experience

Education/Experience:

High School Diploma or equivalent, with experience in agriculture, range, fisheries, hydrology, forestry, or natural resources.

Special Requirements:

A valid Oregon State driver's license and reliable 4x4 transportation to drive for daily work duties. Employee will be reimbursed for vehicle mileage at a rate of \$0.545/mile.

Working Conditions (Field 50%, Office 50%):

Field work is performed outdoors in conditions that include steep and rough terrain, dense vegetation, heavy rains, and insects; to include wet, muddy, uneven or rocky surfaces. Position requires physical exertions, such as, hiking, crouching, and stooping, reaching, or similar activities.

To Apply:

Please send an electronic version of your cover letter, resume, and three professional references (5 pages or less) to Amy Stiner at astiner@outlook.com by 5pm, March 29th, 2019. For questions please contact Amy Stiner, astiner@outlook.com, 541-620-5739.