



LOWER NEHALEM WATERSHED COUNCIL

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JOB ANNOUNCEMENT: WATERSHED COUNCIL COORDINATOR

TITLE: Watershed Council Coordinator
EMPLOYER: Lower Nehalem Watershed Council
OFFICE LOCATION: Manzanita, Oregon
PAY RANGE: Starting at \$20 - \$25/hour DOE for 32+ hours per week, plus health insurance stipend. Potential for increased hours and rate dependent on funding availability.
POSITION TERM: Funding for this position is dependent upon successful capacity funding grants from the Oregon Watershed Enhancement Board (OWEB) and other sources, as well as successful project grants from a variety of sources. Funding for this position is currently secured through June 30th, 2019.
CLOSES: July 25th, 2018 at 5:00 pm (Pacific Time)

ABOUT THE LOWER NEHALEM WATERSHED COUNCIL

The Lower Nehalem Watershed Council (LNWC) is a 501(c) 3 nonprofit organization dedicated to the protection, preservation and enhancement of the Nehalem watershed through leadership, cooperation and education. The Council works to inspire and support voluntary stewardship of the Lower Nehalem Watershed by partnering with landowners to enhance and steward our streams, forests and estuary. Council projects include fish passage improvement, large wood placement, riparian and floodplain restoration as well as data collection, and outreach and education.

GENERAL POSITION DESCRIPTION

The Coordinator will manage all operations, including the development of Watershed Council funding, development and maintenance of Watershed Council relationships, development of programs and projects, and strategic planning. The Coordinator will work with stakeholders throughout the basin to recruit, develop and manage priority restoration and conservation efforts within the watershed.

This position requires being able to work independently and as part of a team to support the work of the Lower Nehalem Watershed Council. The Coordinator will regularly meet and work with the Board of Directors to set work place priorities and assist in making decisions on current issues.

DUTIES

Watershed Restoration

- Assist the Council and partners in setting watershed priorities, developing restoration action plans and implementing those actions in support of the plan priorities.
- Build and maintain positive working relationships with landowners, natural resource organizations, community groups, watershed stakeholders, local government, state and federal agencies, and interested citizens to facilitate restoration projects.
- Manage all aspects of restoration planning and implementation following adopted management plans and accepted best practices.

- Secure all necessary funding, partners and permits for restoration projects.
- Coordinate and oversee contractors and partners during restoration planning and implementation
- Procure materials, supplies and equipment as needed to carry out restoration projects.
- Research funding opportunities and write grant proposals for Council activities and projects.
- Manage grants received by the Council.
- Prepare and submit various written and oral reports on watershed activities and grant funds usage to the Council and other funding organizations.

Education and Outreach

- Represent the LNWC at appropriate forums and events.
- Develop relationships with local educators and partners to provide students with opportunities for engaging in watershed restoration, monitoring or assessment projects.
- Make presentations to stakeholder and community groups about the work of the LNWC.
- Help organize, promote and facilitate current LNWC education and outreach programs, such as the Biennial Nehalem Estuary Cleanup, Speaker Series events, and Explore Nature program.
- Promote LNWC activities and achievements through local media, presentations and other means.
- Help to build community awareness of and involvement in the work of the LNWC.

Organizational Support and Fiscal Administration

- Recommend policy, procedures or actions to the Board of Directors that will promote a healthy watershed system in the Lower Nehalem Watershed.
- Organize and perform staff activities such as preparing meeting agendas, database management, and other record keeping tasks, organize and prepare for council meetings, take meeting minutes and provide written meeting minutes to the council for review.
- Track grant expenses, prepare invoices, make payments and submit funding requests to grantors.
- Work closely with the Council's fiscal administrator on bookkeeping and budget development.
- Conduct mandatory Council activities such as Self-Evaluations, Action and Work Plan updates.
- Solicit and coordinate volunteer help for council projects and activities.
- Attend relevant conferences and training programs to increase skills and keep abreast of developments within the community of Oregon watershed councils.
- Keep the Council apprised of relevant meetings, hearings, policy changes, training opportunities, etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- An Associate's or Bachelor's degree in a related natural resources field, environmental sciences, public administration, or community development is highly desirable. Relevant training and/or experience may be substituted for a degree.
- Related professional background in natural resource program management, community organizing and/or organizational development.
- Computer proficiency in Microsoft Word, Excel and PowerPoint.
- Any equivalent combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.
- Must have a valid Driver's License, vehicle insurance, and access to a personal vehicle for work purposes.

OTHER ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Good people skills and ability to communicate with diverse audiences across different social and political backgrounds.
- Ability to research funding and write successful grant proposals for Council activities and projects.
- Experience with budget preparation, expense tracking and analysis.
- Excellent written, oral and interpersonal communication skills.
- Ability to work independently, establish work priorities and manage time effectively.
- Office management skills: maintain/update filing system, resource library, keep office organized.

DESIRED KNOWLEDGE AND SKILLS

- Experience developing and managing habitat restoration projects (riparian, in-stream, upland and/wetland) and familiarity with technical assistance programs is preferred.
- Experience with environmental data collection, management, analysis and reporting.
- Project management skills including knowledge of and experience with contract development and oversight, project planning, budgeting, permitting and reporting.
- Knowledge of Geographic Information System (GIS) and mapping.

WORK ENVIRONMENT & PERFORMANCE

Work shall be performed in both an office environment and in the field. Approximate allocation of time working in the office is 75%, with around 25% spent in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 30 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. The Coordinator is required to attend all council meetings, as well as other scheduled council activities. Travel, mostly local, is often required and mileage will be reimbursed.

Work shall be performed under the supervision of the Lower Nehalem Watershed Council Board of Directors. The employee shall receive general instructions regarding the scope and approach to projects and assignments. This position is subject to the Personnel Policies and Procedures, Fiscal Policy, Bylaws and all other LNWC policies. The Board of Directors annually reviews the employees work to ensure that the determinations and decisions made by the employee are in compliance with LNWC's policies and procedures and overall performance expectations.

TO APPLY

Submit the following items to lnwc@nehalemtnet.net with "Council Coordinator – *your last name*" in the subject line (e.g. Council Coordinator – Smith), **by 5:00 pm Wednesday, July 25th, 2018:**

- **Cover Letter** (no more than 2 pages) describing your qualifications and interest in the position.
- **Resume** with current email address and phone number.
- **Three Professional References** with contact information.

Please use only PDF or MS Word for application materials.

Anticipated start date for this position is September 4th, 2018.

EQUAL EMPLOYMENT OPPORTUNITY

The Lower Nehalem Watershed Council is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, age, national origin, disability, veteran status or any other classification protected by the law.