



*Promoting Natural Resource Conservation and Economic Stability in the
Coquille Watershed*

Restoration Program Manager Position Opening at the Coquille Watershed Association

Job Title: Restoration Program Manager

Reports To: Director

At Will, Exempt Position

1.0 FTE – Grant funded

Starting compensation: \$19 - \$20/hr

Benefits: Health insurance coverage (medical, vision, dental) & 2 weeks paid vacation

About the Coquille Watershed Association

CoqWA is a 501c3 non-profit organization that was formed by a small group of local citizens who were concerned about the health of the watershed and its fish and wildlife resources. Since that humble beginning, CoqWA has established a restoration program that is valued and supported throughout the watershed. Our mission is to provide the structured framework to coordinate the assessment and monitoring of the watershed's conditions and to implement proven management and restoration practices that are designed to support environmental integrity and economic stability for the communities of the Coquille watershed. Additionally, we are committed to local outreach and education initiatives on topics related to fish, wildlife and environmental science. CoqWA is supported by a diverse volunteer Executive Council representing landowners, agencies, business owners, community members and natural resource groups. The Executive Council selects the Board of Operating Officers, which oversees the running of the Association. CoqWA is also advised by a 6-member Technical Advisory Committee, which is comprised of biologists, engineers and educators that vet and approve each project the CoqWA wishes to undertake.

Here at CoqWA, we value our collaborative, supportive workplace culture that contributes to our success in accomplishing high value, high impact projects throughout the watershed. By applying to work with us you have the opportunity to join a small but mighty staff team working cohesively to enhance our organization and our watershed.

For more information: www.coquillewatershed.org

For the 2016/2017 Annual Report click [here](#).

Position Summary

The CoqWA Program Manager will oversee the development and implementation of a diverse array of water quality and habitat restoration projects on the Coquille River and its tributaries and assist the Director and Board in implementing the organization's goals and work toward the achievement of the Association's mission and strategy. The position will expand CoqWA's portfolio of projects in habitat restoration and monitoring, and involves managing several restoration projects at one time as well as developing opportunities for new projects and funding. The Program Manager reports to the Director and works closely with other staff, volunteers, private landowners, agency partners, and others to accomplish projects.



The Program Manager must have a commitment to a collaborative, partnership-based work environment and a knowledge (or willingness to learn) of watershed councils and local, state, and federal natural resource agencies. The Program Manager must be able to work independently and as a team member with excellent interpersonal skills, and have the ability to interact diplomatically with landowners, watershed staff & volunteers, and state & federal employees. Excellent verbal and written communication skills, effective time management, ability to prioritize and manage multiple projects/deadlines is key to success in this position. Having a working knowledge of key watershed management issues, including stream, wetland and riparian restoration, fish habitat improvement and monitoring, plus the ability to articulate these to the public is ideal. The Program Manager must be able to work in a variety of outdoor conditions, sometimes in adverse weather and rugged terrain. Computer skills including working knowledge of Word/Excel and ArcGIS software. Must have a valid Oregon driver's license and provide proof of personal vehicle insurance, and if personal vehicle is used for watershed association business, mileage will be reimbursed at current state rate.

Essential Functions of the Position

Project development and coordination

- Development and oversight of project work plans/timelines, budgets, contracting, permitting, implementation, and deliverables for restoration and monitoring projects.
- Coordination of work plans with project teams, including technical specialists, subcontractors, volunteers and agency partners.
- Managing and updating project budgets.
- Building of collaborative and diplomatic relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed restoration objectives.
- Coordinate productive and efficient meetings with project partners and the Technical Advisory Committee on an as needed basis to ensure that work plans are accomplished.
- Assisting the Director in identifying funding sources and developing relationships with funding partners and landowners.
- Management of the monitoring program, including site visits and reporting requirements.

Writing and editing

- Working with project team members to develop and edit technical and community reports.
- Preparing grant applications and proposals

Public outreach and partnerships

- Representing the Coquille Watershed Association to landowners, partners, public agencies and other parties.
- Providing presentations about watershed restoration, projects, monitoring issues and other topics to partners, funding agencies and the public.

Qualifications

Education

- Bachelor's degree in biology, ecology, natural resources management, or related field.



- Master's degree in biology, ecology, natural resources management, or related field preferred and can substitute for work experience.

Professional Experience

- Two years work experience in conservation planning and/or project development/coordination.
- Ability to manage complex projects with a variety of partners and to meet deadlines is essential. Previous experience with design and management of restoration projects preferred.
- Excellent written and verbal communications skills to use with a wide range of individuals (e.g. other staff, conservation partners, private landowners and farmers, volunteers, and local community members).
- Demonstrated experience with grant writing, writing scientific reports or papers, and writing for a general, non-science audience.
- Strong project management skills, including but not limited to setting and implementing effective goals and objectives, problem-solving, time management, contract and grant management, creating and maintaining collaborations with other organizations, developing public awareness activities, preparing reports, etc.
- Ability to work both independently and as part of a team.
- Comfort navigating contentious regulatory issues to seek common ground with diverse interests.
- Knowledge and appreciation of the people, values, and current conservation issues of agricultural landscapes and managed wetlands.
- Experience working on field research or monitoring projects; work in an agricultural setting a plus.
- A working knowledge of ArcGIS and using a GPS unit.
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) required.
- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed.
- Ability to engage in strenuous outdoor activity, carry field equipment and endure outdoor field conditions including cold and wet winter weather and extreme heat.
- Willingness to conduct in-state travel, occasional out-of-state travel and be comfortable with working evenings and weekends as job responsibilities demand.
- Valid driver's license required.

TO APPLY

Please email CoqWA Director Melaney Dunne at coordinator@coquillewatershed.org

- Cover letter
- Resume
- Transcripts
- 3 References