



*Promoting ecologic and economic resiliency in
the Coquille watershed.*

Job Title: Riparian Habitat Project Manager

Preferred Start Date: on or before October 3rd, 2022

Work Location: Coquille, Oregon (office); Coquille River Watershed

Reports to: Executive Director

At Will, Exempt Position

0.75- 1.0 FTE (flexible): Grant funded

Starting Compensation: \$22-26/hr, depending on qualifications and experience

Benefits: Health insurance (medial, vision, dental), 23 PTO days/yr (encompasses vacation, sick, and 8 paid holidays), short term disability insurance, retirement (SIMPLE IRA with 3% employer match)

The Coquille Watershed Association is seeking a Riparian Habitat Project Manager to join our team in enhancing watershed health through habitat restoration. This position will focus on restoring riparian habitat, including controlling noxious weeds, promoting native woody plant species, and assisting landowners with livestock best management practices (fencing, off-channel watering, heavy use areas, etc.). This is an at-will, full- or near full-time (minimum 32 hours/week) position that can be modified according to level of funding support and/or performance. The Riparian Habitat Project Manager will work in both the field and office and is expected to develop grants, permits, and project reports. The Coquille Watershed Association values diversity, equity, and inclusion and is an Equal Employment Opportunity (EEO) provider.

I. About the Coquille Watershed Association

The Coquille Watershed Association (CoqWA), is a 501(c)(3) 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 restoration, monitoring, and educational programming that is valued and supported throughout the watershed. Our mission is to work collaboratively with landowners to develop and implement voluntary watershed restoration, enhancement, and engagement activities that promote healthy and resilient ecosystems and economies in the Coquille watershed. CoqWA is supported by a diverse volunteer Board of Directors representing landowners, business owners, and community members. CoqWA is also advised local technical advisors housed in local, state, and federal natural resource agencies. The Board and technical advisors review and contribute to projects initiated by the organization's staff and partners. At CoqWA, we value and promote a collaborative, supportive workplace culture that contributes to accomplishing high value, high impact projects throughout the watershed.

II. Position Summary

The Riparian Habitat Project Manager will work closely with the CoqWA Restoration Program Coordinator and Restoration Project Manager to oversee the development and implementation of a diverse array of riparian and native plant restoration projects in the Coquille watershed. The position will support organization-wide restoration efforts and expand CoqWA's portfolio of projects that focus on riparian habitat, working lands, and promoting native plant communities. This position involves managing several projects and initiatives at one time as well as developing and securing funding for new projects. The Riparian Habitat Project Manager reports to the Executive Director and will work closely with the CoqWA staff, Board members, volunteers, private landowners, agency partners, and others to accomplish projects and initiatives.

The Project Manager must have a commitment to a collaborative, partnership-based work environment and a working knowledge of watershed councils, as well as local, state, and federal natural resource agencies and associated regulations. The staff member must be able to work independently and as a team member with excellent interpersonal skills, and have the ability to interact professionally with landowners, watershed staff & volunteers, and state & federal employees. Proficiency in verbal and written communication, effective time management, ability to prioritize and manage multiple projects/deadlines is key to success in this position. Ideal applicants will possess a working knowledge of watershed management issues on the Oregon coast, focusing on noxious weed control, livestock exclusion fencing, and riparian plant community restoration.

III. Essential Functions of the Position

Riparian Project Management

- Development and oversight of work plans, timelines, budgets, contracting, permitting, implementation, and deliverables for riparian, native plant restoration, and water quality projects
- Coordination and communication of work plans with CoqWA staff, landowners, technical specialists, contractors, volunteers and agency partners
- Ability to plan, schedule, and host productive and efficient meetings with project partners and the Project Steering Committee on an as needed basis to ensure that work plans are accomplished
- Monitoring completed projects, including site visits, maintenance of installed riparian enhancement projects, vegetation surveys, photo point documentation, and grant reporting
- Grant writing and funding for restoration projects
 - Identifying funding sources and developing relationships with funding partners
 - Preparing grant applications and proposals
- Building collaborative relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed restoration objectives
- Providing natural resources technical assistance to landowners
- Overseeing staff and/or contracted field crews
- Selecting, grading, and purchasing native plants for riparian projects
- Providing input on strategic planning and stakeholder engagement efforts
- Willingness to participate in CoqWA work not related to immediate duties as your work plan allows
- Using hand tools; operating and maintaining small power tools (brush-cutters/planting augers, etc.)
- Ability to tow trailers and use a chain saw is a plus
- Supporting administrative needs of the Coquille Watershed Restoration Program through tracking work progress, updating projects records, contribute to program and project reports, processing expense documentation; and assisting with grant activity documentation, billings and close-outs.
- Ability and willingness to participate work not related to riparian habitat, when appropriate and upon request by Executive Director

IV. Desired Qualifications

Education

- Minimum: bachelor's degree in related field (biology, environmental sciences, natural resource management, botany, or other closely related field of study), including documented coursework in riparian/plant ecology, botany, and/or ecosystem restoration. Professional certification, graduate study, and/or other forms of continuing education are a plus.

Knowledge, Skills, and Experience

- Three years of work experience in one or more of the following fields: riparian and/or vegetation restoration and management, natural resource ecology and/or conservation planning, restoration project development, noxious weed control and/or project implementation on private, working land
- Knowledge of PNW riparian vegetation communities and restoration practices
- Experience with restoration techniques using native plants to enhance Pacific Northwest riparian and upland habitats, as well as invasive species identification and best management practices to control common invasive species.
- Knowledge of working lands best management practices such as livestock exclusion fence building and developing off-channel watering sources
- Ability to manage complex projects with a variety of partners and to meet deadlines
- Experience supervising and coordinating the activities of work crews
- Possession or willingness to obtain an herbicide spray license or manage an herbicide spray crew
- 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.
- Navigating and resolving sometimes complex regulatory and/or permitting issues
- Knowledge and appreciation of the people, values, and current conservation issues of agricultural landscapes and associated habitats.
- Working knowledge of ArcGIS and GPS technologies.
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) required.
- Ability to engage in occasionally strenuous outdoor activity, carry field equipment and endure outdoor field conditions including cold and wet winter weather and summer heat.



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Other Responsibilities

- Ability to work both independently and as part of a team
- A positive attitude with a flexible approach and willingness to take on new projects or tasks as needed.
- Availability to travel in-state and across region
- Ability to manage flexible and dynamic hybrid work schedule, which may include work during evenings and weekends as job responsibilities demand.
- Valid driver's license required and use of personal vehicle for travel. Mileage reimbursed at the state approved rate.

How to apply

Submit a cover letter (including start date availability), résumé, and contact information for three references to Dr. Michael L. Hughes, Executive Director: director@coquillewatershed.org. Please include position title in the subject line of your email.

Application deadline: Friday, September 9th. Applications received after this date may be reviewed at the discretion of the hiring committee.

Interviews: Interviews will be scheduled on a rolling basis

**The Coquille Watershed Association is an Affirmative Action/Equal Employment
Opportunity Employer**