



Promoting Natural Resource Conservation and Economic Stability in the Coquille Watershed

JOB ANNOUNCEMENT: Restoration Program Coordinator

Application Period: March 22 - April 12, 2024

Job Title	Restoration Program Coordinator
Reports To	Executive Director
Hours	40hrs/wk – Grant Funded
Starting Compensation	\$28/hr to \$31/hr, depending on experience
Benefits	Benefits include paid vacation & sick leave, 11 paid holidays, medical & dental insurance, and retirement plan.
Preferred Start Date:	on or before 5/1/24

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. 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 governed by a diverse Board of Directors representing landowners, business owners, and community members. CoqWA is also advised by local technical advisors housed in local, state, and federal natural resource agencies.

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.

Position Summary:

The Restoration Program Coordinator will oversee the development and implementation of a diverse array of water quality and habitat restoration projects in the Coquille watershed 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 involves managing several restoration projects at one time as well as developing opportunities for new projects and funding. The Restoration Program Coordinator reports to the Director and works closely with other staff, Board members, volunteers, private landowners, agency partners, and others to accomplish projects.

Essential Functions of the Position:

- Development and oversight of project work plans/timelines, budgets, contracting, permitting, implementation, and deliverables for restoration projects.
- Coordination of work plans with project teams, including landowners, technical specialists, subcontractors, volunteers and agency partners.
 - Coordinate productive and efficient meetings with project partners and the Project Steering Committee on an as needed basis to ensure that work plans are accomplished.
 - Provide documents to project team for review (applications, maps, project summaries, etc.)
- Building of collaborative and diplomatic relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed restoration objectives.
 - Representing the Coquille Watershed Association to landowners, partners, public agencies and other parties
 - Providing presentations about watershed restoration and projects to partners, funders, and the public
- Grant writing and funding
 - Identifying funding sources and developing relationships with funding partners
 - Preparing grant applications and proposals
 - Grant reporting and budgeting
- Management of monitoring previously completed projects, including site visits and reporting requirements.
- Oversee Programs Technician or other seasonal crew staff when they are assisting on Restoration Program work.
- In partnership with the Executive Director, lead restoration related strategic planning efforts and stakeholder engagement.

Required Qualifications:

- At a minimum a Bachelor's degree in related field (biology, natural resources, botany, education, etc.)
- 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.

- Strong written and verbal communications skills to use with a wide range of individuals.
- 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.
- Comfortable navigating contentious regulatory issues to seek common ground with diverse interests.
- Knowledge and appreciation of the people, values, and current conservation issues of the region. Ability to work with partners to identify win-win solutions and compromises for a restoration project.
- Self-motivated, resourceful, results-oriented
- Experience working on field research or monitoring projects; work in an agricultural setting a plus.
- Strong computer skills, including a working knowledge of ArcGIS and using a GPS unit, and Microsoft Office Suite (Word, Excel, PowerPoint)
- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed.

Preferred Qualifications:

- A Master's degree in a related field (biology, natural resources, botany, education, etc.)
- Knowledge and experience with key watershed management issues, including stream, wetland and riparian restoration, fish habitat improvement and monitoring
- Knowledge and experience in regulatory processes in restoration project planning and implementation

General Requirements

- 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 and clean driving record required. Ability and willingness to use personal vehicle for travel. Mileage will be reimbursed at the state approved rate.
- Ability to engage in strenuous outdoor activity, carry field equipment and endure outdoor field conditions including cold and wet winter weather and extreme heat.



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

How to Apply:

Please submit the following documents as PDFs to **director@coquillewatershed.org**:

- 1) Cover letter addressing your interest in the positions, qualifications and examples of experience related to this position
- 2) Resume
- 3) List of 3 References and their contact information (references will not be contacted without prior notification to candidates)

Application Deadline: Applications must be submitted by April 12th at 12pm. Applications will be reviewed as they are received.

Selected applicants will be interviewed in person at the Coquille Watershed Association Office or virtually on a rolling basis. The final step in the process is undergoing a comprehensive background check, an applicant will be notified, and consent confirmed prior to undergoing a background check. The position will remain open until filled. Applicants are encouraged to apply promptly.

The Coquille Watershed Association is an equal opportunity employer.