



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

Job Announcement – Restoration Project Manager

Job Title: Restoration Project Manager

Reports to: Executive Director & Restoration Program Coordinator

At Will, Exempt Position

1.0 FTE (40hrs/week) – Grant funded

Starting Compensation: \$25-27/hr

Office Location: Coquille, OR

Benefits:

- Health Insurance (medial, vision & dental)
- Paid Time Off - 80 hours paid vacation (increases with additional years of service), 40 hours paid sick, 11 paid holidays (8 hours/each)
- Retirement (IRA with 3% employer match)

About the Coquille Watershed Association

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 a 501c3 non-profit organization that was formed over 25 years ago 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 community. We work with a diverse group of landowners, industries, and agency partners to accomplish watershed enhancement and restoration objectives. CoqWA is led by a volunteer Board of Directors representing landowners, business owners, stakeholders, and community members. CoqWA is also advised by technical experts housed in local, state, and federal natural resource agencies. The Association is funded from state, federal and private grants & donations, grant writing and fundraising is a continuous activity to support ongoing programming and operations. The Association maintains positive, strong relationships with several funders.

For more information: <https://www.coquillewatershed.org/about-us/accountability/>

Work Environment: 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. Located on the beautiful South Coast of Oregon, CoqWA maintains a fully equipped office in Coquille, OR and staff are also supplied with a laptop and \$30/month cell phone reimbursement to facilitate effective and efficient remote work. CoqWA is also dedicated to supporting a positive work/life balance, promoting a flexible work schedule for staff that is agreed upon by staff and their supervisor.

Position Summary

The CoqWA Project Manager will work closely with the CoqWA Restoration Program Coordinator, Riparian Project Manager, and Watershed Specialist to oversee the development and implementation of a diverse array of restoration projects focused within the Coquille watershed. Additionally, the CoqWA project Manager may work with the Monitoring Program Coordinator to assist with field work and/or funding gaps. The position will expand CoqWA's portfolio of projects in a variety of restoration priorities (instream, fish passage, riparian, etc.). This position involves managing several projects and initiatives at one time as well as developing new projects and securing funding. The staff member reports to the Executive Director and will work closely with other 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 knowledge of watershed councils and local, state, and federal natural resource agencies and 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 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 topics, including habitat limiting factors, noxious weed control, ecological restoration, and monitoring, plus the ability to articulate these to the public is ideal.

Essential Functions of the Position

Restoration Project Management

- Development and oversight of project work plans, timelines, budgets, contracting, permitting, implementation, and deliverables for restoration projects.
- Coordination of work plans with the Restoration Program Coordinator, other CoqWA staff, landowners, technical specialists, contractors, 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.)
- Grant writing and funding for restoration projects
 - Identifying funding sources and developing relationships with funding partners
 - Preparing grant applications, budgets, and proposals
- Management of monitoring previously completed projects, including site visits, keeping track of project metrics and grant reporting.

- Continue to build 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
 - Provide presentations about watershed restoration and projects to partners, funders, and the public
- Oversee Watershed Specialist or other seasonal crew staff when they are assisting on Restoration Program work.
- As requested, provide input or review on strategic planning and stakeholder engagement efforts related to restoration.
- Continue to discuss and reflect on staff values of the Association

Qualifications

Education

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

Professional Experience

- Three years of work experience in conservation planning and/or project development – weed control and/or instream restoration experience a plus.
- Ability to manage complex projects with a variety of partners and to meet deadlines is essential.
- 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 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 associated habitats.
- A working knowledge of ArcGIS and using a GPS unit.
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) required.
- Ability to engage in strenuous outdoor activity, carry field equipment and endure outdoor field conditions including cold and wet winter weather and extreme heat.



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General Requirements

- Ability to work both independently and as part of a team.
- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed.
- 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 and use of personal vehicle for travel. Mileage will be reimbursed at the state approved rate.

To Apply:

Email the following documents as PDFs to hire@coquillewatershed.org with the subject line: "[LAST NAME] Restoration Project Manager Application"

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

The position will remain open until filled. Applicants are encouraged to apply promptly.

The Coquille Watershed Association is an equal opportunity employer.