



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

Monitoring Project Manager Position Description

Job Title: Monitoring Project Manager

Reports to: Monitoring Program Coordinator and Executive Director

At Will, Exempt Position

0.7 to 1.0 FTE – depending on grant funding

Starting Compensation: \$25/hr to \$28/hr depending on experience

Benefits: Health Insurance (medical, vision, dental), 2 weeks paid vacation, 1 week paid sick, 11 paid holidays, retirement (IRA with 3% employer match)

I. About 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 a 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. The Board of Directors selects the members of the Executive Committee (a subset of the Board), which oversees the running of the Association. CoqWA is also advised local technical advisors housed in local, state, and federal natural resource agencies. The Board and technical advisors vet and approve each project initiated by the organization.

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.

II. Position Summary

The CoqWA Monitoring Project Manager will work closely with the CoqWA Monitoring Program Coordinator to oversee the development and implementation of a diverse array of monitoring and watershed assessment projects in the Coquille watershed. Additionally, the CoqWA Project Manager will work with the Executive Director and other staff to implement education & outreach activities that help promote watershed health. The position will expand CoqWA's portfolio of projects in monitoring and watershed assessment and involves managing several projects at one time as well as developing opportunities for new projects and funding. The staff member reports to the Monitoring Program Coordinator and the Executive Director and works closely with other staff, volunteers, private landowners, agency partners, and others to accomplish projects and initiatives.

The staff member 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 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 issues, including stream, wetland and riparian restoration, fish habitat improvement and monitoring, plus the ability to articulate these to the public is ideal. The staff member must be able to work in a variety of outdoor conditions, sometimes in adverse weather and rugged terrain. Computer skills necessary to be successful include working knowledge of Word/Excel, statistical/computational software and ArcGIS.

III. Essential Functions of the Position

Restoration Effectiveness Monitoring

- Development of monitoring projects with assistance from other staff and technical advisors
- Grant writing and funding for monitoring projects
 - Identifying funding sources and developing relationships with funding partners
 - Preparing grant applications, budgets, and proposals
- Assisting with the implementation of the Lower Coquille Tide Gate and Fish Passage Monitoring Program, which includes juvenile coho sampling, water quality sampling (water level, temperature, dissolved oxygen), and photo point monitoring at multiple sites
- Management, analysis, and reporting of monitoring data to inform restoration priorities, agencies, and the public of findings

Watershed Assessments

- Leading basin assessments to evaluate current watershed conditions and inform restoration priorities (GRAIP road surveys, Aquatic Habitat Inventory, and water quality)
- Analysis of data to inform CoqWA's restoration priorities in the sub-basin, coordination with Restoration staff on data interpretation and priority reaches.

Outreach

- Create and lead youth educational outreach events such as field trips, outdoor school and community youth events (library programs, fishing derbies, etc.) on relevant watershed topics
- Build relationships and collaborate with local schools and education programs on outreach initiatives
- Lead community education and outreach events such as science talks, local events (fairs and festivals) and other events to communicate monitoring and restoration efforts within the watershed and coordinate with other CoqWA program staff
- Assist with the management of outreach materials such as monthly newsletters and social media



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General duties:

- Development and oversight of project work plans/timelines, budgets, contracting, permitting, implementation, and deliverables for monitoring 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 & diplomatic relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed monitoring objectives.
 - Representing the Coquille Watershed Association to landowners, partners, public agencies and other parties
 - Providing presentations about watershed monitoring and conditions 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
- Oversee other staff when they are assisting on Monitoring Program work.
- Development of outreach projects, events, and media for monitoring program

IV. 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 – monitoring 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).
- Strong data management skills.



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- 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) and statistical or computational programs 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.
- Demonstrated experience with leading outreach events pertaining to natural resources for a variety of age groups

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 required and use of personal vehicle for travel. Mileage will be reimbursed at the state approved rate.