



Job Announcement: Restoration Project Manager

Long Tom Watershed Council

The Long Tom Watershed Council (LTWC) is seeking applicants for a Restoration Project Manager who will support the Council's efforts to improve the health of a variety of habitats in the watershed. Position duties will focus on developing and managing oak, prairie, wetland, and riparian habitat restoration projects, and project monitoring including botanical surveys. This position will also work closely with our Tribal Engagement/TEK staff lead to support the incorporation of Native voices and activities into this work.

Posted: October 12, 2018
Closing date: **Friday, November 16, 2018 @ 5:00 pm**
Process: Interviews will likely be conducted in late November and early December
Starting Date: Approximately January 14, 2019, dependent on availability of chosen candidate
Status: Full-time (40 hours per week), exempt
Compensation: \$37,000 - \$40,000 starting salary + benefits

To Apply:

- Please submit your application materials via email to info@longtom.org. All application materials must be received by 5:00pm on the closing date.
- Late or incomplete applications will not be accepted.
- Please email questions about the position or hiring process to info@longtom.org.
- All emails - both application submittals and questions regarding the position - must have "Restoration Project Manager" in the subject line.**

Application Materials:

- Resume** – include your phone & email address
- Three professional references** – contact information, including phone number, and how you know them
- Cover letter** of 2 pages or less, and 12-point font, that includes –
 1. Highlights of your knowledge, skills, abilities, and past experiences in describing what you would bring to this position, referencing the position responsibilities.
 2. A description of what approaches and insights help in working with a diverse watershed community, including rural landowners, community members, and contractors

Interview Process & Security Clearance

Please note the interview process will likely include a phone interview and an in-person (or equivalent using technology if distance prevents in-person meeting) interview with multiple LTWC staff and partners. Upon hiring, the applicant will need to participate in a background clearance check process in order to access the LTWC office in a partnership building owned by the federal government.

The Long Tom Watershed Council is an equal opportunity employer. All qualified applicants will be considered for this position without regard to race, religion, color, sex, national origin, veteran status, class, or sexual orientation.



Long Tom Watershed Council - Position Description

Restoration Project Manager

Background

The Long Tom Watershed Council (LTWC) is a nonprofit organization serving the Long Tom River Watershed and Upper Willamette Watershed in Lane and Benton Counties, an area approximately 450 square miles, mostly held in private ownership. LTWC was formed in 1998 in response to a call for local voluntary restoration action as part of the Oregon Plan for Salmon and Watersheds. Council history, mission, and program information is available on our website: www.longtom.org.

General Description

The Restoration Project Manager will work closely with LTWC staff and numerous community partners, landowners, and contractors to develop and manage habitat restoration projects from planning and grant writing to overseeing and assisting with implementation actions, monitoring, and reporting. The position will work closely with the Council's ecologist, fish biologist, and habitat and water quality specialist to share project responsibilities, supporting and tracking multiple ongoing projects. Creativity and infusing your passions in the position are encouraged. This program area currently stewards active projects on more than 400 acres of riparian forest and forested wetland habitat and 1,500 acres of oak and prairie habitat in cooperation with numerous private and public landowners in the Long Tom Watershed and LTWC's expanded Willamette Service Area. Clear communication and an ability to work independently and as part of a team are integral skills. All projects will include communication with numerous partners, including private landowners, business owners, community members and organizations, Tribes, contractors, coworkers, LTWC Board members, and more. The Council is also growing its literacy and engagement with the cultural contexts of stewardship, particularly pertinent to Tribal interests and Traditional Ecological Knowledge (TEK). Experience in, or openness to, exploring these concepts and building relationships to propel this area of work is preferred.

Because of the seasonal timing of planting and stewardship activities, and water quality and plant community monitoring, work will sometimes occur on weekends, early mornings, and evenings. A valid driver's license and the use of a vehicle for transportation to project and meeting sites are required. Mileage is reimbursed at the State of Oregon rate. Work will take place at the two LTWC offices in Eugene (Wetlands Partnership Office in west Eugene and Urban Waters & Wildlife Program Office in south Eugene) and throughout our service area.

The position duties combine indoor and outdoor activities and require the ability to work both long hours moving around in the field and in a stationary position at a desk. Outdoor activities will include navigating work sites thick with poison oak and sites with steep and uneven terrain by foot, including moving across rocks, rocky stream banks, slick and uneven stream beds, downed logs, and blackberry and Scotch broom-rich hillsides. The position duties will require the essential functions of bending, stooping, and an ability to lift 35 pounds for tasks such as collecting water samples and installing survey stakes. Occasionally, the position may call for lifting up to 50 lbs as a non-essential function.

Remuneration

This is a salaried, full-time exempt position. Full-time is considered 40 hours per week. For the right candidate we may consider less than 40 hours if the candidate desires, but no less than 32 hours per week. Starting compensation will range from \$37,000 - \$40,000/year (DOE) and includes the following benefits:

- Health care: 75% of employee premium and 20% of dependent premium paid.
- Retirement: 8% 401(k) match.
- Paid time off: 10 days PTO plus nine paid holidays per year.

Summary of Position Responsibilities

1. Project Management (50%)

- Communication: plan for projects and share project updates with landowners, LTWC staff, Board, partners, funders, and watershed community. Lead tours onsite for students, community members, and others.
- Contractor oversight: schedule, oversee, write work orders and contracts for, and track contractors carrying out habitat restoration activities as part of oak, prairie, wetland, and riparian habitat restoration projects.
- Project coordination:
 - Plan species, spacing, and establishment plans, etc. for riparian restoration projects; order plants; establish photopoints prior to planting; schedule crews for planting and establishment activities; manage crews during planting and establishment work; engage volunteers where feasible to help with planting and stewardship; manage project budgets; keep records on plantings per site in spreadsheet and GIS files; communicate with landowners and funders.
 - Plan thinning techniques to remove encroaching conifers and native and non-native woody species, including tree volume assessments and canopy cover estimates; develop and distribute request for proposals for contractors; evaluate bids, select, write contracts; schedule with contractor; submit necessary permits; collect photopoint and plant community information; oversee contractor during thinning actions; process invoices from contractor; track information from any trees or other wood leaving the project site; develop seed mixes and place orders with local nurseries; broadcast seed in areas of site disturbed during project activities.

2. Community Engagement (15%)

- Meet, schedule site visits with, and talk with landowners, technical partners, Tribal staff, community members, students and volunteers. Plan volunteer events
- Strengthen existing relationships with landowners on behalf of the Council and develop new connections
- Represent LTWC at community events, public meetings, and partnership meetings

3. Project Development & Grant Writing (15%)

- Collaborate with landowners and partners to identify and develop additional restoration projects in oak, prairie, wetland, and riparian habitats
- Write and submit competitive grant proposals to state and federal agencies, private foundations, and other sources of program funding
- Pursue new funding sources and relationships

4. Monitoring & Stewardship (10%)

- Coordinate site visits with landowners to take photopoints after project completion.
- Assess restoration project efficacy and carry out photopoint monitoring after project completion. Provide management recommendations to other LTWC staff, landowners, and partners
- Survey for Early Detection/Rapid Response (EDRR) non-native, invasive plants and track findings
- Identify native and non-native plant species as part of monitoring protocols designed to track project effectiveness and progress within riparian and upland habitats

5. Administrative (10%)

- Draft and submit post-implementation grant reports required by funders
- Participate in regular staff and board meetings, and partner meetings
- Write and file permits, process invoices and receipts, fill out monthly timesheets and expense reimbursements

6. Other Duties as Assigned

- Nothing in this job description restricts the supervisor's or organization's right to assign or reassign duties and responsibilities to this job at any time.

Qualifications & Experience

Required

- At least two years of experience with riparian reforestation, oak and prairie, and/or wetland habitat restoration and strong working knowledge of techniques used to maintain and steward these habitats
- Bachelor's degree or higher OR equivalent experience in one of the following or a related field: ecology, forestry, botany, environmental science, land use planning, or geography
- Experience planting and managing plantings
- Ability to identify native and non-native trees, shrubs, forbs, and graminoids in the Willamette Valley; working knowledge of upland, wetland, and riparian plant communities
- Experience overseeing and inspecting contractor, crew or volunteer work
- Experience working with diverse partners, including private landowners, staff from government agencies, and contractors; and a strong respect for diversity in knowledge types, viewpoints, and perspectives
- Demonstrated professional skills including work planning, time management, and organization; excellent verbal and written communication; and proficiency with Microsoft Office and ArcGIS and/or Google Earth software and handheld GPS

Desired

- Experience writing and securing grant funding and securing contributions from project partners
- Community outreach experience, specifically in regards to watershed health
- Water quality monitoring, including data collection and management, and interpretation of results
- Interest and/or experience in working with the ecocultural contexts of habitats and land management techniques
- Proficiency in Spanish, or other relevant languages, is a plus but not required