



## **Job Announcement: Restoration Projects Coordinator**

### **Long Tom Watershed Council**

**Posted:** August 3, 2023  
**Closing date:** Friday, September 1, 2023 @ 5:00 pm

The Long Tom Watershed Council (LTWC) is seeking applicants for a Restoration Projects Coordinator (RPC) who will support the Council's efforts to improve the health of a variety of habitats in the watershed. This is a new position. Position duties will focus on planning and coordinating the implementation of oak, prairie, wetland, and floodplain habitat restoration projects. The RPC is responsible for leading all aspects of the planning and implementation of habitat restoration projects. Many of our current and planned projects involve holistic restoration of multiple habitat types, from floodplain reconnections and restoration of wet prairie plant communities, to oak thinning and fuels reduction work on the ridge tops. The Restoration Projects Coordinator will be comfortable leading the successful implementation of these diverse projects. This position will work closely with other LTWC rural project staff, including the Uplands and Aquatic Program Managers.

**Process:** Application materials due 9/1/23 at 5 p.m. Phone interviews with up to 10 candidates; then panel interviews with 3-5 candidates through September. The hiring committee will include LTWC staff and other partners.

**Starting Date:** Ideally November 1, 2023, pending availability of chosen candidate

**Status:** Exempt, Full-time (Ideally 40 hours per week, will consider 32-36 hours per week at a prorated salary for the right candidate)

**Compensation:** \$50,000-\$54,000 starting salary (DOE) + benefits:

- Health insurance (75% of employee premium + 20% of dependents paid)
- Short term disability insurance
- 401(k) match - up to 8% of salary
- 10 paid holidays plus 10 days of PTO to start
- Continuing education and training are financially supported in alignment with organizational priorities

#### **Hiring Equity and Justice**

Since 2018, the Council has invested significantly in exploring what diversity, equity and inclusion mean for the soul of our community, and the core of our work. At the Long Tom Watershed Council, we believe that the health of the watershed is dependent upon the contributions of all people. LTWC recognizes the disproportionate impacts that systems of oppression have on People of Color and Indigenous People. We believe the organization's strength depends on breaking down implicit, systemic inequities. We strive to create an inclusive and welcoming environment that grows our collective wisdom.

It is well-documented that Black, Indigenous and People of Color (BIPOC), queer and transgender folks, women, and other marginalized groups often do not apply for jobs unless they feel they meet every qualification listed in the job description. Conversely, it is well documented that people with identities overrepresented in our field (white people, men, etc.) do not hesitate to apply even if they do not meet

all the stated qualifications and are often still hired into those positions. We are most interested in finding the right candidate for the job and our team. We encourage all passionate and interested candidates to apply and not discount experience that could be transferable, even if it is outside what we have described. We are committed to working against the structural biases that continue to keep marginalized people excluded from the conservation, restoration and natural resource fields, and to making sure our hiring practices are not reproducing those biases.

**To Apply:**

- Please submit your application materials via email to [apply@longtom.org](mailto:apply@longtom.org). **All application materials must be received by 5:00pm on the closing date (September 1, 2023).**
- Late or incomplete applications may be rejected.
- Please email questions about the position or hiring process to [apply@longtom.org](mailto:apply@longtom.org).
- **All emails - both application submittals and questions regarding the position - must have "Restoration Projects Coordinator" in the subject line.**

**Application Materials:**

- **Resume** – include your phone & email address
- **Cover letter** of 2 pages or less, and 12-point font, that includes –
  1. A description of how your knowledge, skills, abilities, and past experiences relate to the position responsibilities.
  2. A description of what approaches and insights help in working with a diverse watershed community, including rural residents, agricultural and forestry landowners, tribal community members, and restoration contractors.
- **Three professional references** will be required for finalists – you can provide them now or later on in the process. Please provide contact information, including phone number, and describe your relationship with them.

*LTWC prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity or expression, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity conducted by the council. The Long Tom Watershed Council is an equal opportunity employer.*



**Position Description:** Restoration Projects Coordinator  
**Status:** 32-40 hrs/week (0.8-1.0 FTE), exempt  
**Compensation:** \$50,000-\$54,000 at 1.0 FTE  
**Administrative Supervisor:** Aquatic Program Manager

## Background

The Long Tom Watershed Council (LTWC) is a nonprofit organization serving the Long Tom River Watershed and Upper Willamette River 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](http://www.longtom.org).

## General Description

The Restoration Projects Coordinator (RPC) is responsible for leading all aspects of the planning and implementation of habitat restoration projects. Many of our current and planned projects involve holistic restoration of multiple habitat types, from floodplain reconnections and restoration of wet prairie plant communities, to oak thinning and fuels reduction work on the ridge tops. The Restoration Projects Coordinator will be comfortable leading the successful implementation of these diverse projects. The primary geography of focus is within the Long Tom Watershed and LTWC's expanded Willamette Service Area, but networking and project implementation assistance work may carry over into the entire Upper Willamette basin in collaboration with partner organizations in the Upper Willamette Stewardship Network.

Clear communication and an ability to work independently and as part of a team are integral skills. The RPC works within and alongside the LTWC Working Lands and Habitat Team, which includes the Uplands and Aquatic Program Managers and River Scientist and GIS Coordinator, to develop projects and share project responsibilities. The RPC works with LTWC Operations Staff to ensure all administrative and organizational requirements are met. The RPC also builds and fosters relationships and collaborations with landowners, contractors, community groups, and regional partners on behalf of LTWC. The principal duty of the RPC is to direct and carry out habitat restoration projects including planning and grant writing, overseeing and assisting with implementation actions, monitoring, and reporting. As appropriate and based on interest and passions, the RPC will participate in some of LTWC's active collaborations within regional conservation networks.

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 essential. Tribal sovereignty and partnerships, decolonizing, and DEIJ are central priorities to LTWC, and all program areas are expected to support, integrate, and enhance these efforts across all areas of our work.

Because of the seasonal timing of stewardship activities and plant life cycles and monitoring, work will sometimes occur on weekends, early mornings, and evenings. A valid driver's license and the use of a personal 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 LTWC office in South Eugene and throughout our service area. Remote working/working from home is allowed for a portion of certain office-based tasks and meetings with prior approval, but the RPC is encouraged to maintain a presence at the LTWC office to build comradery with teammates and ensure smooth on-boarding. Local travel to project sites and meetings is necessary throughout the year.

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.

### **Teaming and Support Structures**

The RPC will work closely with the Aquatic and Upland Program managers to implement existing projects and develop new projects. Mentorship and guidance will be available from the Aquatic and Uplands Program Managers and other members of the Working Lands and Habitat Team, which meets weekly to check in on current priorities. The RPC will report to the Aquatic Program Manager for administrative supervision tasks like timesheet approval and facilitation of 360-degree annual evaluation. Operations and fiscal support is offered by the three members of LTWC's operations team. At LTWC we operate with organizational systems that allow for team-based accountability, individual autonomy, work-life balance, and structures that provide consistent expectations while allowing for flexibility as the needs of our work and of our lives naturally shift and evolve. Examples of this philosophy in practice include 360-degree annual staff evaluations, regular program team check-ins, cross-program collaboration, and support for staff-driven initiatives. LTWC also encourages employees to develop mentorship and peer-to-peer relationships with professionals from other organizations in the Upper Willamette Region.

### **Compensation and Benefits**

This is a salaried, full-time exempt position. Full-time is considered 40 hours per week (1.0 FTE), although we would consider allowing the RPC to work 32-36 hours per week at a prorated salary. Starting compensation will range from \$50,000 - \$54,000/year at 1.0 FTE (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 10 paid holidays per year.
- Short-term disability insurance.
- Professional development: Continuing education and training are financially supported in alignment with organizational priorities, typically \$1,000 per year per staff person for training/conference fees and travel expenses.

### **Summary of Position Responsibilities**

#### **1. Habitat Restoration Project Management and Development (65%)**

- Project coordination: plan habitat-appropriate restoration techniques; develop and distribute request for proposals for contractors; evaluate bids, select, write contracts and work orders; acquire necessary regulatory permits; process invoices from contractor; develop seed and

tree/shrub mixes and place orders with local nurseries; manage budgets; keep organized records of project activities and expenses; create basic maps to communicate project layout and designs using GIS, Google Earth, and/or other software.

- Contractor oversight: schedule, oversee, and track contractors carrying out habitat restoration activities as part of oak, prairie, wetland, floodplain, and riparian habitat restoration and fuels reduction projects. Ensure project objectives, environmental/contracting rules, and other grantor requirements are continuously met.
- Communication: share project updates with landowners, LTWC staff, Board, partners, funders, and watershed community.
- Develop new projects: Collaborate with landowners and partners to identify and develop additional restoration projects in oak, prairie, wetland, floodplain, and stream habitats, as well as fuels reduction projects; plan restoration and stewardship techniques that integrate and/or balance best available western scientific research, principles of ecology, regionally established conservation priorities, interests of local Tribes and Indigenous community members, local knowledge, community needs, and site-specific observations.
- Fundraising: 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; assist LTWC operations staff and executive director in private fundraising efforts, as appropriate.

## **2. Community Engagement (15%)**

- Meet, schedule site visits with, and talk with landowners, technical partners, Tribal staff, community members, students and volunteers. Plan and lead occasional project tours and volunteer events with assistance from other LTWC and partner staff.
- Strengthen existing relationships with landowners on behalf of the Council and develop new connections
- Represent LTWC at community events, public meetings, and partnership meetings
- Track relationships and record project information in LTWC's Salesforce database.

## **3. Monitoring & Stewardship (10%)**

- Assess restoration project efficacy and carry out photopoint monitoring before and 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

## **4. Administrative (10%)**

- Draft and submit post-implementation grant reports required by funders
- Participate in regular staff and board meetings, and partner meetings
- Submit monthly timesheets and expense reimbursements as per LTWC policy
- Maintain organized project and grant records and track relationships in coordination with Operations team

## **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 oak and prairie, wetland, riparian reforestation, and/or floodplain habitat restoration, or fuels reduction projects, and strong working knowledge of techniques used to maintain and steward these habitats
- Strong knowledge of Western Oregon plant communities and their establishment and stewardship
- Ability to identify native and non-native trees, shrubs, forbs, and graminoids in the Willamette Valley and Coast Range; working knowledge of upland, wetland, and riparian plant communities
- Experience overseeing and inspecting contractor, youth crew, or volunteer work
- Experience working with diverse partners, including private landowners, staff from government agencies, Tribal members 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, ArcGIS, and Google Earth software and field data collection

### *Desired*

- 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, hydrology, fisheries, or geography
- Experience writing and securing grant funding and securing contributions from project partners
- Community outreach experience, specifically in regards to watershed health
- Water quality and/or habitat monitoring experience, 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
- Ability to communicate using Spanish, Chinese, American Sign Language, or other locally-common languages