



NORTH SANTIAM  
WATERSHED COUNCIL

## **Job Description**

### **Watershed Restoration Specialist**

**JOB TITLE:** Watershed Restoration Specialist

**REPORTS TO:** Executive Director

**LOCATION:** Office location is in Stayton, Oregon (office work is remote during COVID).

fieldwork focuses on the North Santiam River Sub-basin (fieldwork is ongoing during COVID)

**STATUS:** Regular Employee, Exempt (1.0 FTE, 40 hours/week).

**SALARY:** **\$50,000 annually**

**BENEFITS:** Health insurance (medical & dental), Paid Time Off

The North Santiam Watershed Council is a local non-profit that works collaboratively with private landowners, communities, public agencies, tribes, and other non-profit organizations to develop and carry out voluntary watershed protection, restoration, enhancement, education, and community engagement activities. The Council's mission is to *"Provide opportunities for stakeholders to cooperate in promoting and sustaining the health of the watershed and its communities."*

#### **Scope of Position**

The North Santiam Watershed Council seeks an interdisciplinary, skilled, dynamic individual to join our team as a Watershed Restoration Specialist. The position requires a self-motivated individual, capable of implementing work independently as well as with other local partners. The Watershed Restoration Specialist will develop restoration grant proposals with the Executive Director guidance, other partners, and plan projects, secure funding, permits, and lead implementation of restoration projects in the North Santiam Watershed. This position is responsible for building community relationships and identifying additional projects and funding opportunities for the Council. This position will initially focus on riparian and instream projects and assist with wildfire recovery efforts on private lands impacted by the Beachie Creek and Lionshead Fires. The position will work closely with and report to the Council's Executive Director.

#### **Required Experience and Knowledge**

- Graduate degree preferred in ecology, biology, natural resources management or related field and a minimum of 4 years of applied restoration project management.
- A minimum of 7 years in applied natural resources project management experience may substitute a graduate degree.
- Previous work history, lived experience, or educational background that demonstrates an interdisciplinary understanding of hydrology, forestry, and applied ecology, including:
  - ❖ Ability to observe the landscape and document conditions and processes.
  - ❖ Ability to develop and implement habitat restoration projects that restore ecological processes and function, with a particular focus on riparian ecosystems and in-stream and floodplain reconnections.

- ❖ Ability to incorporate social perspectives into restoration work.

### **Required Skills**

- Applied expertise in managing riparian and aquatic assessment and watershed restoration projects.
- Experience in managing complex budgets of grants, contracts and contractors, and funding reimbursements for multi-year projects.
- Familiarity with successful habitat restoration and revegetation practices and programs in the Willamette Valley.
- Ability to engage and negotiate with landowners, contractors, and partner organizations.
- Ability to manage time and prioritize tasks to ensure efficient delivery of workflow.
- Ability to plan with a team and execute with a team to completion.
- Excellent written and verbal communication skills, including grant writing and presentations.
- Strong ArcGIS experience.
- Familiarity with programs such as Microsoft Office programs (word, excel, publisher, etc.) Zoom, Avenza Maps, Adobe Acrobat.
- Ability to prepare well-written and researched grants and manage existing grants.
- Experience working with USDA FSA and NRCS agricultural programs, such as CREP and EQIP.
- Strong interpersonal skills, including a personal commitment and demonstrated ability to work with people from diverse backgrounds and perspectives in an inclusive and cooperative fashion.
- Willingness to have a flexible work schedule.
- Position requires sitting, typing, standing, and carrying up to 40 pounds. Comfort in conducting fieldwork, often in remote areas, including walking over uneven terrain and on steep slopes, and working in inclement weather. Travel on gravel roads is expected.
- Fluency in Spanish a plus.

### **Specific Responsibilities/Essential Functions**

- Provide project management (in-field oversight and design, contractor management, landowner interactions, materials coordination, budget tracking) for projects.
- Work with landowners and Council to develop new projects, prepare grants and report progress on secured grants.
- Utilize the Council's database weekly, to ensure Council project information and status is consistently tracked.
- Travel frequently to site locations to implement or direct work.
- Work independently and remotely, in rural areas, walking over rough terrain, wade in streams/rivers, lift gear/equipment, and work in all types of weather conditions and natural hazards.
- Possess a valid driver's license and a reliable vehicle to get to job sites.

### **Specific Duties for the Restoration Specialist are likely to include:**

1. Prepare and administer restoration and other technical services contracts; manage RFPs and bidding processes with contractors if conducted.
2. Develop prescriptions and budgets for site work and revise, as necessary.
3. Determine plant numbers, request, and arrange delivery of plants from precured through a regional grow contract and other sources as needed.
4. Oversee revegetation or other contractor work activities. Review contractor invoices and process for payment if work is satisfactory.
5. Work with the Executive Director to ensure site conditions after full year are evaluated regularly and projects remain on proper trajectory of recovery.

6. Compile information and prepare reports to meet grantor reporting requirements.
7. Maintain communications via appropriate methods such as phone calls, emails, site visits, and meetings with landowners, project partners, funders, and stakeholders as appropriate.
8. Identify new projects and develop project and landowner relationships.
9. Work with Council staff, landowners, project partners, funders, technical advisers, and stakeholders on project development and implementation including project concept planning, design, budget, permitting, implementation, grant writing and funds management.
10. Participate in or lead meetings, tours, and events as necessary to facilitate awareness and understanding of project activities per Council request and available budget.
11. Participate in meetings, trainings, and peer-to-peer learning events as appropriate.
12. Develop and oversee contract and project budgets in collaboration with the Executive Director.
13. Notify landowners in advance based on agreed notice, of Council representatives or contractors entering properties, or ensure that notification is provided through other methods.
14. Update and maintain current project status, tracking and pertinent information in the Council's database.
15. Perform GIS mapping, analysis, reporting, and other project-related tasks.
16. Maintain communications with Executive Director; provide updates on project status.
17. Track time allocations to various project sites daily to ensure appropriate accounting of actions.
18. Conduct field visits to identify natural resource challenges and restoration/conservation opportunities with landowners and/or project partners on private and public property.
19. Other activities as needed/requested by Council and accepted.

#### **Key Attributes of a Successful Candidate**

- Exhibits a personal and professional commitment to diversity, equity, and inclusion (DEI).
- Values building and maintaining authentic relationships with community members and partners.
- Excellent organizational and communication skills.
- A willingness and desire to learn new skills.

#### **Hiring Process:**

1. Submit a cover letter, resume and references in **one PDF file titled with your name** to [council@northsantiam.org](mailto:council@northsantiam.org) by **5pm February 28, 2021**.