



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

## **JOB ANNOUNCEMENT**

**Job Title:** Restoration and Noxious Weed Control Project Manager

**Reports to:** Executive Director

**At Will, Exempt Position**

**1.0 FTE – Grant funded**

**Wages:** \$18 to \$20/hr

**Benefits:** Health insurance (medial, vision, dental), 23 PTO days/yr (encompasses vacation, sick, and 8 paid holidays), short term disability insurance, retirement (SIMPLE IRA with 3% employer match)

### **I. About the Coquille Watershed Association**

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 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. 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's staff and partners.

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 Project Manager will work closely with the CoqWA Restoration Program Coordinator and CoqWA Noxious Weeds Coordinator to oversee the development and implementation of a diverse array of weed control and restoration projects focused primarily in the Coquille watershed. Additionally, the staff member will assist the Executive Director and Board of Directors in implementing the organization's goals and work toward the achievement of the Association's mission and strategic plan. The position will expand CoqWA's portfolio of projects in weed control (specifically focused on gorse) and instream and riparian restoration. 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 the CoqWA Noxious Weed Program Coordinator and CoqWA Restoration Program Coordinator, Board members, volunteers, private landowners, agency partners, and others to accomplish projects and initiatives.

Coquille Watershed Association  
390 N. Central Blvd., Coquille, OR 97423  
541-396-2541  
[www.coquillewatershed.org](http://www.coquillewatershed.org)

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 issues, including noxious weed control, restoration, and monitoring, plus the ability to articulate these to the public is ideal.

### **III. Essential Functions of the Position**

#### ***Noxious Weed Control Initiatives – Gorse Action Group Local Projects Coordinator (40%)***

- Facilitate information exchange and partner participation
  - Participate on the GAG Coordinating Committee, Funding Committee, and Outreach Committee and attend GAG meetings. Be prepared to take minutes and share minutes with GAG partners.
  - Regularly update and oversee the maintenance of the GAG website:  
[www.gorseactiongroup.org](http://www.gorseactiongroup.org)
  - Regularly respond to the GAG email inbox and update google drive shared account
  - Organize GAG participation at local events to elevate community awareness about the impacts of gorse and the programs available to provide technical assistance and/or funding for gorse removal on private property.
  - Assist in the development of informational and outreach materials.
  - Serve on the Coos County Noxious Weed Control District Advisory Board
  - Continue to build collaborative and diplomatic relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish gorse control objectives.
- Plan, implement, and/or support gorse removal projects in partnership with other GAG members
  - Development and oversight of gorse removal project work plans/timelines, budgets, contracting, permitting, implementation, and deliverables.
  - Managing and updating project budgets and completing grant reporting requirements
  - Map, report, and maintain gorse inventory data (including photo point monitoring) for gorse infestation locations and GAG projects.
  - Work with the GAG Funding Committee to write grant proposals for gorse control to further the work of the GAG.
  - Oversee Watershed Technician or other seasonal crew staff when they are assisting on gorse removal work. Coordinate with the Program Coordinators to schedule the Watershed Technician and seasonal crew.



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- Communicate and collaborate regularly with the CoqWA Noxious Weeds Program Coordinator on noxious weeds education and control initiatives.

#### ***Instream and Riparian Restoration Project Management (60%)***

- Development and oversight of project work plans, timelines, budgets, contracting, permitting, implementation, and deliverables for instream and riparian restoration projects.
- Coordination of work plans with the Restoration Program Coordinator, landowners, technical specialists, contractors, volunteers and agency partners.
- Host productive and efficient meetings with project partners and the Project Steering Committee on an as needed basis to ensure that work plans are accomplished.
- Management of monitoring previously completed projects, including site visits and grant reporting.
- Grant writing and funding for instream and riparian restoration projects
  - Identifying funding sources and developing relationships with funding partners
  - Preparing grant applications and proposals
- Continue to build collaborative and diplomatic relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed restoration objectives.
- Oversee Programs Technician or other seasonal crew staff when they are assisting on Restoration Program work. Coordinate with Program Coordinators to schedule the Programs Technician and seasonal crew.

#### **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 – 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



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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.

### ***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.

## **V. Application Instructions and Timeline**

### ***Instructions***

- Submit application materials to Executive Director Melaney Dunne at: [director@coquillewatershed.org](mailto:director@coquillewatershed.org)
- Application deadline – March 25<sup>th</sup>, 2019 at 12pm.
- Required application materials:
  - Cover letter
  - Resume or CV
  - College and/or graduate school transcripts
  - Three professional references