



Job Title: Restoration Project and Crew Manager

Reports To: Executive Director

At-Will, Non-exempt Position

Starting wage rate range: \$26.44-33.05/hr depending on experience

Benefits: Benefits include paid vacation, holidays, sick leave, retirement plan, and medical and dental insurance.

The Coos Watershed Association (Association) is seeking a Restoration Project and Crew Manager to join the team!

The Association is seeking a qualified professional to join our dynamic team and fill the position of Restoration Project and Crew Manager. This is an at-will, full-time (min 35 hours/week), hourly, non-exempt position with benefits. The Restoration Project and Crew Manager will work both in the office and field. The Coos Watershed Association is an Equal Employment Opportunity (EEO) provider.

About the Association:

The Coos Watershed Association (Association) is a 501(c3) nonprofit that was established in 1994 by a diverse group of stakeholders with a mission to; support environmental integrity and economic stability within the Coos watershed by increasing community capacity to develop, test, promote, and implement management practices in the interests of watershed health. The Association is governed by a Board of Directors and managed by the Executive Director. To learn more about our work, please visit our website: www.cooswatershed.org.

Why this Job:

This is your chance to be a part of an organization focused on the betterment of the community. The Association creates a local, nongovernmental network and funding resources so that landowners can easily communicate their issues and opportunities and explore ideas and techniques for land management and watershed health.

The Association takes pride in our commitment to diversity and inclusion of our diverse team of program staff. We embrace and value differences in our culture, education, experience, physical ability, and unique perspectives in our workplace. We invite applications from qualified candidates who share our commitment to serving our community.

Position Summary: The Restoration Project and Crew Manager will work closely with the Executive Director, Project Manager Team, other staff, and partners to oversee the Restoration Crew Lead and the development and implementation of a diverse array of restoration projects on private and public lands. Supervising the Restoration Crew Lead and supporting the safe and efficient operations of the summer and winter restoration crews is a focal point for this position. Position involves managing several projects and initiatives at one time, as well as developing new projects and securing funding.

Essential functions: The essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying future project opportunities. These duties are a representative example of position expectations; actual duties assigned may vary and change depending on funding and Association needs.

Restoration Project Management (65%):

- Facilitate meetings between landowners/managers, technical experts, permitting agencies, and Coos Watershed Association (CoosWA) staff to develop and implement restoration projects consistent with the CoosWA mission, strategic planning documents, watershed assessments, landowners' goals, and current best management practices.
- Manage all aspects of restoration projects, including, but not limited to: grant agreements, budgets, permits, landowner agreements, bids, contracts, contractors, supplies, and grant reports. Maintain detailed records of all project activities.
- Identify and apply for funding to support restoration projects and associated staff and the Association's overall mission from a wide variety of sources. Manage associated grants and fee-for-service contracts. Ensure projects are in compliance with grantor requirements and program specifications.
- Monitor completed projects and associated grant reporting.
- Build and maintain collaborative and diplomatic relationships with landowners, funding entities, local/state/federal agencies, and other organizations to accomplish watershed restoration objectives.
- Provide technical support and feedback to other Project Managers and other technical partners/watershed councils, as needed to support projects based on relationships with funders, agencies, landowners, and other partners.

Restoration Crew Management (30%):

- Support and supervise the Restoration Crew Lead. In collaboration with the crew lead, provide supervision and support to summer and winter crew staff to ensure safe and efficient crew operations. Assist with hiring of crews, including hiring a summer youth crew.
- Develop and manage funding sources (grants, cooperative agreements, fee-for-service contracts, etc.) to support Crew Lead and related seasonal crews.
- Work closely with CoosWA's two other Project Managers, the Plants Program Manager, and the Restoration Crew Lead to coordinate long and short-term schedules, budgets, supplies, and crew needs for native planting and fencing components of restoration projects. Communicate closely and consistently with the Project Managers on progress and issues.
- Ensure crew work is done in a quality manner that is in compliance with grantor requirements and associated program specifications.
- Hire and manage contractors as needed (ex: fencing contractor).
- Coordinate with landowners to obtain access to properties, serve as a point of contact between landowners and the Association, and clearly communicate the Association's role and constraints and reduce any potential conflicts with our activities and their land management goals.
- Proactively participate in pursuing funding opportunities to ensure the success and longevity of the restoration and riparian enhancement programs.

Organizational Support (5%):

- With support and direction from the Executive Director, move strategic plan goals forward in the restoration and crew programs.
- Actively participate in staff, safety, and other team meetings.
- Create an inclusive work environment that contributes to a positive workplace.
- Contribute to outreach activities as requested.
- Participate in board activities as requested by the Executive Director
- Communicate respectfully and effectively with other staff, supervisors, board members, and partners.

- Maintain a team player mentality and pitch in to ensure all aspects of the Association's work are successful.
- All duties as assigned.

Minimum Qualifications: Any equivalent combination of education and experience that provides the knowledge, skills, and abilities required to perform the job. Education and coursework can substitute for years of experience. Typical qualifications would be:

Education:

- Bachelor's degree in environmental/biological/restoration sciences or related discipline (e.g., hydrology, geomorphology, botany, restoration engineering).

Professional Experience:

- Strong supervision and leadership skills. One year minimum of prior experience supervising staff.
- Work experience in project management (bidding, contracting, construction oversight, permitting, contract management, etc.).
- The ability to manage complex projects with a variety of partners and to meet deadlines is essential.
- Excellent written and verbal communication 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, writing for a general, non-science audience, and collaborating with staff and technical partners.
- 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.
- Working knowledge of ArcGIS and using a GPS unit.
- Ability to engage in strenuous outdoor activity, carry field equipment, and endure outdoor field conditions, including cold and wet winter weather and extreme heat.
- Ability to work both independently and as part of a team.
- Comfort navigating contentious regulatory issues to seek common ground with diverse interests.
- Knowledge and appreciation of the people, values, and current conservation issues of the region. Ability to work with landowners and partners to identify win-win solutions and compromises for a restoration project.
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint).
- A positive attitude with a flexible approach to work and a willingness to take on new projects or tasks as needed.
- Problem-solving, decision-making skills, and the ability to work independently with attention to detail.
- Valid driver's license required and use of a personally insured vehicle for travel.
- Ability to manage short and long-term projects and tasks in a highly dynamic work environment.

Preferred qualifications:

- Experience working on construction projects; working in an agricultural setting is a plus.
- Experience reading engineered designs.
- Independent grant writing and management.
- Experience using a total station or RTK unit.

- Experience towing a trailer.
- Active Oregon ATV Safety Education Card and Boaters Safety Card.
- Experiencing planting and fencing of riparian areas.
- Human resource training/certifications.

Supervision: The Restoration Project and Crew Manager is supervised by the Executive Director. This position supervises the Restoration Crew Lead and supports the safe and efficient operations of the summer and winter restoration crews.

Working Conditions: The Association's office is generally open during normal business hours from 8:00 a.m. to 4:00 p.m., Monday through Friday, although our work hours span from 7:00 a.m. to 5:30 p.m., and may include nights and weekends, with some schedule flexibility available with approval. The employee's presence may be required at designated internal and external meetings even if they fall outside the normal workday schedule. The work involves indoor office-type work, and outdoor work, including some strenuous physical exertion such as lifting objects weighing in excess of 40 pounds, walking for extended periods of time while also safely traversing rough terrain. The employee may be exposed to a variety of potential hazards associated with working near water, traffic, machinery, and working with and around chemicals. The employee, on occasion, will be required to walk/hike on uneven traverse terrain, for up to 10 miles per day, along with the ability to drive an ATV.

Employees must be able to adjust to a variable work schedule based on project needs (i.e., early mornings, long hours, seasonal fluctuations, etc.) and the ability to work in varied work environments and conditions (i.e., cold temperatures, hot temperatures, windy, wet, dry, etc.)

The above is not meant to be all-inclusive, and requirements may change according to the demands of this position. Nothing in this description restricts the Association's right to assign or reassign duties and responsibilities to this job at any time. Job descriptions may occasionally be updated, as necessary, to reflect evolving business needs.

How to Apply

Submit cover letter (including start date availability), résumé, technical writing sample (grant, research paper, etc.), and contact information for three references to admin@cooswatershed.org. We will begin reviewing applications and conducting interviews as submissions are received.

Application Deadline: Thursday, July 24th by 2 pm.

Interviews: Interviews will be scheduled as applications are received.

Coos Watershed Association is an affirmative action/equal opportunity employer and is committed to fostering an inclusive and diverse workplace. We do not discriminate based on race, color, national origin, gender, gender identity, sexual orientation, age, disability, religion, marital status, or any other characteristic protected by federal, state, or local law. We are dedicated to creating an environment where all employees are respected, valued, and able to contribute their best work. All employment decisions are based on qualifications, merit, and business needs.