



## **Job Announcement – Restoration Projects Manager**

**Posting Date:** 10/12/2020

**Application due by:** 10/30/2020

**Type of Employment:** Full-time, permanent; Hourly, non-exempt.

**Location:** Office is in Warren, OR and Nursery is in Scappoose, OR; Work spans Sauvie Island to St. Helens and surrounding rural areas.

**Pay Rate:** \$18-\$21/hr DOE

**Benefits:** Health Insurance (medical and dental), paid leave, and paid holidays

**Desired Start Date:** 1/4/2021

### **Position Summary**

The Scappoose Bay Watershed Council (Council) seeks an interdisciplinary, skilled, dynamic individual to join our team as a Restoration Projects Manager. This person works both independently and collaboratively with Council staff and partners on community engagement, nursery operations, and project management to support habitat restoration projects within the Scappoose Bay watershed.

### **Duties and Responsibilities**

#### **Nursery Management and Operations**

The Council operates a native plant nursery which supplies plants for Council and partner restoration projects as well as providing plants to the public. An active volunteer group assists with nursery operations on a weekly basis. Two public plant sale fundraisers are held annually and we participate in various community events to promote native plants and highlight the value of a healthy watershed.

#### *Maintain Stock and Nursery Site*

- Maintains nursery stock through regular weeding, re-potting, watering, etc.
- Coordinates volunteer participation, including regular communication, assigning tasks, training, and recruitment.
- Source plant stock from local seed sources, propagate from cuttings, or purchase bareroot from wholesale providers to fill plant orders and maintain nursery stock.
- Keeps accurate plant and equipment inventory.
- Oversees nursery site and equipment maintenance in coordination with Scappoose High School Maintenance Staff, including irrigation system, tools, and regular weed control of site through mechanical or chemical means.

#### *Sales and Fundraising*

- Picks up plant stock from suppliers and deliver to project sites.
- Keeps accurate records of nursery sales, expenses, and volunteer hours.
- Generates invoices for plant sales and collect payment.
- Organizes semiannual plant sale fundraiser including advertising, staffing, and day-of operations.

#### *Outreach and Education*

- Actively coordinates with Scappoose High School to encourage appropriate school participation.

- Participates in local events to promote Native Plant Nursery and SBWC programs.
- Leads tours, presentations, public meetings, and site visits to the nursery.
- Provides information to landowners and managers on appropriate native plants for their site, plant establishment, and care to promote the restoration of native plants in the watershed.

### **Restoration Projects Management**

Works with private landowners, public land managers, Tribes, agency and nonprofit partners, and the general public to collaboratively plan and execute habitat restoration projects that restore ecological processes and function.

#### *Project Design*

- Performs field surveys and meetings with landowners and partners to understand site conditions.
- Analyzes treatment alternatives, ranks projects based on scientific assessments, data, and watershed priorities for further development.
- Utilizes GIS and other mapping and design tools to develop conceptual designs.
- Works with consultants and partners to develop and deliver necessary project design elements.
- Develops project budgets.
- Collaborates with Council Coordinator to write grant applications for project fundraising.

#### *Project Management*

- Manages grant and project budgets, processes invoices from contractors.
- Identifies and acquires necessary project permits and ensures adherence to permit terms.
- Assists with contracting process including RFPs, pre-bid meetings, bid review, and contract preparation.
- Works with contractors, partners, and land managers to plan and schedule work.
- Oversees work, ensuring contractors adhere to designs, permit conditions, timeline, budget, and contract terms.

#### *Field Activities (including, but not limited to)*

- Conducts mechanical, manual and chemical weed control using handheld or backpack sprayer.
- Planting, seeding, mulching and other activities as needed to ensure plant survival.
- Data collection, photo monitoring, plant survival monitoring activities.
- Identifies invasive and noxious weeds.
- Supervises hired crews for planting, maintenance, weeds treatment, etc.

### **Additional Duties may include:**

- Works with Council Coordinator to develop and implement a public education outreach strategy that acquaints and involves the general public, school communities, and landowners with the Council's goals, objectives, activities and projects. Create materials for education and outreach purposes.
- Develops and maintains positive cooperative working relations with residents of the watershed, community leaders, and local, state, and federal governments, agencies, resource specialists, landowners and managers.
- Performs project and office duties to support Council operations, including filing, answering phones, and preparing reports.

## Requirements

- Interdisciplinary understanding of hydrology and ecology; ability to observe the landscape and understand drivers and processes; ability to incorporate social perspectives into restoration work.
- Interpersonal skills, including a personal commitment and demonstrated ability to work with people from diverse backgrounds and with diverse perspectives in an equitable and inclusive fashion.
- Professional written and verbal communication skills.
- Ability to effectively plan and facilitate a meeting – both in person and virtually.
- Knowledge of local native and invasive plants.
- General knowledge of horticulture and plant care.
- Position requires sitting, typing, standing, bending, lifting, digging & carrying up to 60 pounds.
- Demonstrated ability to work in outdoor conditions, sometimes in remote areas, including walking over uneven terrain and on steep slopes, wading through swift streams, and working in inclement weather.
- Oregon Commercial Pesticide Applicator License or ability to obtain. Use of chemicals such as fertilizer and herbicides is expected both in the nursery and in the field.
- Proficiency with programs such as MS Suite, Quickbooks, and Gmail. GIS experience preferred.
- Valid Oregon driver's license and reliable personal transportation (work-related travel reimbursed); Travel on gravel roads is expected.

## Key Attributes of a Successful Candidate

- Bachelor's degree in Natural Resource, Horticulture, or related field and 2 years of work experience in a related field; or
- High School graduate and 6 years of directly related experience.
- History of successful project management and grant writing experience.
- Values building and maintaining authentic relationships with community members and partners.
- A commitment to organization, ability to maintain files and records, and effectively communicate goals and accomplishments in written and verbal context.
- Enthusiasm for learning local natural and cultural history, values science and Indigenous knowledge.
- A willingness and desire to learn new skills.

## To Apply

- Please submit cover letter, resume, and three references via email to [dana@scappoosebay-wc.org](mailto:dana@scappoosebay-wc.org). In your cover letter, please describe lived and professional experience in nursery management, ecological restoration, and community engagement.
- All emails, both application submittals and questions regarding the position, should have: "Restoration Projects Manager – applicant last name" in the subject line.
- Incomplete applications will not be accepted.