



Job Description – Watershed Council Coordinator

Type of Employment: Salary, exempt. Permanent, part-time (.75 FTE/30 Hours), full-time possible with additional grants secured.

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

Pay = \$60,000-\$70,500 DOE, Full Time Equivalent

This position is posted at .75 FTE and salary range = \$45,240-\$52,875 DOE

Benefits: Health insurance, vacation, sick and holiday leave.

Reports to: Council Board of Directors

Position Summary

The Council Coordinator is responsible for high-level oversight and Council representation. The Coordinator works closely with the Board of Directors, staff, and partners to guide long-range planning, project development and organizational growth.

The Coordinator is responsible for development and management of Council restoration projects. This position oversees and implements systems to ensure effective management of finances, human resources, office operations, regulatory compliance and organizational development. This person supervises the other 1-2 staff positions and volunteers. The position is funded at 30 hours per week (0.75 FTE) through June 2024, but can work to full time with additional grant support.

Work Environment: This job operates in both a professional office environment and in the field. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, printers, and laminator. Field work is at our nursery site at Scappoose High School as well as on private and public property within the Scappoose Bay Watershed area. Frequent local travel is expected. Occasional evening or weekend hours are required.

Physical Demands: This role requires active movement. 30% of the job will be in the field. Field work often requires working outdoors in inclement weather, travel over uneven, muddy, or steep terrain, operation of field tools, such as shovels, and moving materials or loads weighing up to 30 lbs. Noise level may be loud at times. Approximately 70% of the time would be spent in an office environment, stationary at a desk, or moving around the office. This would require the ability to open filing cabinets and bend or stand as necessary.

Duties and Responsibilities

Leadership and Organizational Management

- Work with SBWC Board to guide long-range planning, project development and organizational growth.
- Work with partner organizations to support projects that meet goals of multiple entities; connect the Council's work to regional and state-wide programs.
- Represent the Council to landowners and partners; act as spokesperson for the organization.
- Complete funding entity reporting requirements, including updating biannual work plan, project reports, and financial documents.
- Coordinate, organize and document monthly board meetings.
- Oversee 1-2 employees and seasonal staff, as needed.

Project Development and Management

- Develop projects with partners, landowners and funding sources, based on identified concerns, interests, and planning documents.
- Develop project budgets, write grant applications, and secure match funding.
- Implement projects with supporting staff – secure permits, facilitate hiring of contractors, procure materials, complete grant fund requests and reporting requirements, and oversee all aspects of project to meet deliverables within schedule and budgets.

Financial and Administrative Management

- Manage overall financial health of the organization. Work with Council Treasurer to assure required accounting processes are followed. Track annual funds and project spending requirements.
- Complete fund requests per project, assure invoices are paid in a timely manner, and track individual project budgets.
- Complete monthly payroll and employee scheduling.
- Maintain Council records, office equipment, insurance, business licenses, and complete annual reporting for maintenance of non-profit status.
- Oversee lease requirements for office building and nursery site.

Desired Qualifications

Education and Experience:

- Bachelor's degree in environmental management, natural resources/science, non-profit management, public administration, or another related field.
- 2 years experience in a leadership role in a non-profit or other conservation-focused organization that works with a diverse group of stakeholders, funding sources, and regulatory agencies including state, local and federal agencies, landowners and community associations.
- Demonstrated success in grant writing and fundraising.
- Experience working in a collaborative setting and demonstrated partnership building
- Proficient in Microsoft Office and GSuite; Experience with Quickbooks Online and ArcGIS preferred; Familiarity with Square, MailChimp, Facebook, WordPress, and photo editing software a plus.
- Driving is required; applicants must have a valid driver's license and a clean driving record.

Key Attributes of a Successful Candidate

Knowledge, Skills and Abilities:

- Knowledge of stream ecology, habitat restoration, invasive species management, water quality monitoring, salmon life cycles, and basic environmental engineering principles.
- Project management experience including permit applications, budget development, engineered design review, bidding and contracting, material procurement, invoicing, photo and effectiveness monitoring.
- Knowledge or experience in non-profit or business management, human resources, financial management and budgeting.
- Well organized with excellent oral and written communication skills.
- Strong interpersonal, collaboration, and facilitation skills.
- Ability to communicate with diverse stakeholders from different social and political backgrounds.
- Ability to work independently to establish priorities and manage time effectively.