



Position Announcement – Watershed Council Coordinator

Open Date: 8/17/2021

Close Date: Open until filled, first review of applications 9/7/2021

About the Scappoose Bay Watershed Council

The Scappoose Bay Watershed Council (SBWC, The Council) is a 501(c)3 community-based non-profit organization that works to *promote and support a healthy watershed through projects that protect and restore native fish, wildlife, and plants, and by working with the community to educate and encourage participation in enhancing and enjoying their natural surroundings.*

Since 1997, the Council, along with dedicated partner organizations, has been actively restoring fish passage, addressing invasive species and restoring native habitats in streams and along riparian areas throughout the watershed. In addition, SBWC operates a native plant nursery with a vibrant network of volunteers who ensure the nursery has healthy plants for local restoration projects as well as the biannual native plant sales open to the community. The nursery is actively engaged with local schools and community organizations, providing opportunities for education and community outreach.

As our community continues to grow, the SBWC will continue to play an integral role in maintaining a healthy ecosystem through partnerships with the Columbia Soil and Water Conservation District, West Multnomah Soil and Water Conservation District, local municipalities and schools, Columbia County, commercial timber companies, and regional and state organizations.

The Council's is financially supported by grants, partnership funding, and proceeds from plant sales through our nursery with an annual operating budget of approximately \$150,000. The office is located in Warren, OR approximately 3 miles from St Helens and 30 miles west of Portland along the Columbia River.

Application Instructions:

Please submit a current resume (maximum 2 pages), cover letter (max 1 page), and three references in .pdf format. The position will be open until filled, please submit application by **5 pm on Tuesday Sept 7th, 2021** to be considered in the first round of review. Send your completed application documents (email or mail acceptable) to:

Dana Pricher, Council Coordinator
Scappoose Bay Watershed Council
57420 Old Portland Rd Ste 2
Warren, OR 97053
dana@scappoosebay-wc.org

For emails, use the subject line "Watershed Coordinator Application"

Equal Employment Opportunity Statement: The Scappoose Bay Watershed Council is an equal opportunity employer, providing services to the public without regard to race, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.



Job Description – Watershed Council Coordinator

Type of Employment: Salary, exempt. Permanent, part-time (0.75 FTE), 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: \$39,000-\$52,000 DOE

Benefits: Health benefits, 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 2-3 staff positions and volunteers. The position is funded at 0.75 FTE through June 2023, 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 30lbs. 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 two employees – the Restoration Project Manager and a Communications Specialist, plus 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, a clean driving record and a reliable, insured vehicle (mileage is reimbursed).

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.