

## **Position Description**

**Position:** Project Manager

**Employment Type:** Full-time, benefits apply

**Salary Range:** \$32,000-\$36,000/yr. depending on education and experience

**Location:** Long Creek office and field

**Transportation Information:** Personal vehicle required. Mileage reimbursable at \$0.55/mile

**Duration:** Grant funded position for one year, ongoing funding likely

### **Mission Statement:**

The mission of the North Fork John Day Watershed Council is to plan, fund and implement programs that protect the health of our watershed, honor tribal treaty rights and provide long-term economic stability for the individuals and communities that rely on the watershed's natural resources.

**Background:** The North Fork John Day Watershed Council (NFJDWC) is a 501(c)3 non-profit organization, funded primarily through grants. Policy is set by a diverse board of directors who represent a range of interests. The NFJDWC staff assists property owners with management solutions that benefit both landowners and natural resources. A complete description of the Watershed Council and current projects can be found at [www.nfjdw.org](http://www.nfjdw.org).

**Position Description and Summary:** The NFJDWC is seeking a full-time Project Manager to oversee the development, implementation, and completion of a diverse array of restoration projects. The Project Manager will help expand and implement the Watershed Council's portfolio of resource and habitat restoration, noxious weed treatments, and monitoring projects. Current on-going projects include grazing allotment improvements and coordination of noxious weed treatments. The Project Manager will report to the Coordinator and work closely with other Watershed Council staff.

### **Minimum Qualifications:**

- Bachelors' degree in a natural resource field (range management, biology, fisheries, forestry, agriculture, hydrology, soil science, wildlife, etc.) or 2-3 years related work experience;
- Experience with the collection and management of field data;
- Ability to work well with others in the private and public sector;
- Excellent verbal and written communication;
- Strong, self- motivated work ethic; and
- Ability to work in a variety of outdoor conditions, including rugged terrain and inclement weather.

### **Desired Qualifications:**

- Familiarity with the John Day Basin and/or rural natural resource based communities;
- Experience in noxious weed control and knowledge of noxious weed identification;
- ArcView GIS proficiency;
- Familiarity with local agency procedures; and
- Supervisory experience.

**Duties will include, but not be limited to:**

**Project Development and Management (70%)**

- Building collaborative relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed restoration objectives.
- Developing and overseeing project work plans, contracts, subcontracts, bid processes, permitting, budgets, timelines, and deliverables for restoration projects, monitoring, and other efforts.

**Grantwriting and fundraising (20%)**

- Identify funding sources and develop relationships with funding partners.
- Prepare grant applications and proposals.
- Manage grant funds, including reporting, budget tracking, monitoring, and ensuring that project objectives are accomplished.

**Public Outreach and Partnerships (10%)**

- Represent the NFJDWC to landowners, partners, public agencies, and other parties.
- Provide public presentations about watershed restoration, projects, issues, and other topics.
- Participates in outreach activities including electronic and print media (e.g. website, quarterly newsletter, etc.).

**Benefits:** Excellent health benefits (medical, vision, and dental), paid holidays, vacation, sick leave and flexible schedule.

**To apply, please submit:**

- Cover letter;
- Resume;
- Name, address, phone number, and email for three professional references; and
- Brief written summary of accomplishments applicable to his position (e.g. projects experience, publications, research projects, or other activities that illustrate applicable experience).

Review of applicants will occur on a rolling basis starting January 21, 2009 and continue until the position is filled.

**For More Information:** Contact Amy Charette, Coordinator at (541) 421-3018 or by email at [amy@nfjdw.org](mailto:amy@nfjdw.org).