



Job Announcement

Position Title: Project Manager

Reports to: Executive Director

Status: Full-time, FSLA non-exempt

Compensation: \$19.50-\$24.00 per hour, plus benefits, DOE

Application Deadline: First review of applicants on June 14th. Open until filled.

Application:

To apply, complete a Cardinal Employment Services Application (<http://www.cardinal-services.com/>), noting the position title (Project Manager). Please include a cover letter.

Questions may be directed to jobinfo@siuslaw.org.

The Siuslaw Watershed Council is an equal opportunity/affirmative action employer – we recognize the historic and present-day disenfranchisement of people in communities of color, indigenous people, people from working class backgrounds, women, LGBTQ+ people, and other marginalized communities. We are committed to increasing representation from marginalized communities in our work and encourage all candidates, particularly those with diverse backgrounds in culture and professional experience to apply.

General Statement of Responsibilities:

The Projects Manager (PM) is primarily responsible for identifying, planning, developing and implementing habitat restoration projects. This position also performs the necessary functions to implement monitoring, technical assistance, outreach and stakeholder engagement projects under the general direction of the Executive Director. The PM is responsible for securing and managing grant funding to support the projects they manage and the ability to acquire funding is tied directly to the sustainability of this position beyond the currently secured funding.

Essential Job Duties:

1. Recruit landowners, identify conservation needs, design restoration projects and write grant proposals to fund projects, implement projects, track project budgets, coordinate with grantors and partners, monitor effectiveness and report on projects.
2. Plan workflow processes for multiple projects with various scopes of work (SOW), objectives, performance periods, peak activity periods, contractor and material resource needs, timing and geographical constraints, permitting requirements and work windows. Adaptively manage during implementation and document modifications to SOW during implementation.
3. Implement baseline, status and trend and effectiveness monitoring projects, including but not limited to: water quality, physical habitat, biological and groundwater.
4. Maintain organized project databases storing contracts, invoices, spatial data, photographs, reports, funds requests, reimbursement requests, budgets and other project information.

5. Coordinate with SWC Financial Manager to submit funds requests to grantors, plan annual budgets for projects and staff and submit financial reports.
6. Coordinate with granting agency staff, grant program officers and regional representatives to ensure compliance with grant requirements and successful project completion.

Auxiliary Job Duties:

1. Assist with SWC programs such as Exploration Camp, Native Plant Distribution, and Smolt Trap monitoring.
2. Work directly with other project managers and the Restoration Crew to coordinate allocation of resources to projects.
3. Present project information to the Board of Directors, members, community, youth and technical audiences. Write articles describing projects for the SWC newsletter. Provide project summaries, photographs, and other outreach information to Council outreach staff.
4. Recruit and manage volunteer assistance in restoration activities to meet project objectives and offer opportunities for community engagement and education.

Minimum Knowledge, Skills and Abilities:

The PM position requires a combination of technical and interpersonal skills. The successful applicant will demonstrate a combination of success in similar positions, relevant training and education, and extracurricular and non-professional experience that aligns with the SWC mission.

Preferred areas of strength and demonstrated experience include:

1. Knowledge of salmonid life history and habitat needs, watershed processes, water quality issues, natural and introduced vegetation.
2. Experience with on-the-ground implementation of projects, including project permitting and contracting.
3. Essential behavioral skills: dependable, self-motivated and collaborative.
4. Excellent writing skills, oral communication skills and management skills, including supervision of staff, volunteers and interns.
5. Knowledge of office procedures, including Adobe and Microsoft Office programs to manage data, generate reports and produce presentations. Successful applicant will have experience creating and updating datasets in Excel. GIS skills are preferred but not required.
6. Organizational skills, ability to anticipate and meet deadlines, track and manage numerous long-term and short-term tasks and activities.

Physical Requirements and Working Conditions:

1. Required to work on a computer for prolonged periods.
2. Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
3. Subject to indoor and outdoor environmental conditions. Requires hiking through rugged terrain (including wading in streams) and remote field sites.
4. Performs lifting, pushing and pulling which may be up to 50 pounds and is an infrequent aspect of the job.
5. On occasion may be required to work late evenings, early morning and weekend hours.