Siuslaw Watershed Council
P.O. Box 422 ▪ Mapleton, OR 97453
Community ▪ Economy ▪ Environment
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Job Announcement

Position Title: Monitoring Coordinator
Reports to: Executive Director
Status: Full-time, FSLA non-exempt
Compensation: $29-$32.00 per hour, plus benefits, DOE
Application Deadline: First review of applicants on June 14th. Open until filled.

Application:
To apply, either (1) complete a Cardinal Employment Services Application (http://www.cardinal-services.com/), noting the position title (Monitoring Coordinator); or (2) email coordinator@siuslaw.org with "Monitoring Coordinator Application" as the subject line and application materials as attachments. Please include a cover letter and resume. Questions may be directed to Rosemary Pazdral at coordinator@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.

About the position:
As a component of the Siuslaw Coho Partnership's (SCP) Focused Investment Partnership (FIP) initiative, we plan to carry out implementation and effectiveness monitoring efforts directed by a Monitoring Plan. The primary role of the Monitoring Coordinator in their first year of employment will be to develop a complete Monitoring Plan. While the SCP has developed a thorough Monitoring Framework as a component of our Strategic Action Plan, there is a need for the development and finalization of a full Monitoring Plan to strategically guide our efforts throughout the duration of our FIP initiative and beyond. The Monitoring Plan is expected to be completed by April 2024, in time for pre-implementation monitoring of restoration projects in Summer 2024. Additionally, various SCP partners regularly collect pre- and post-treatment monitoring data, including Aquatic Habitat Inventory (AQI) and water quality, which will continue to be collected throughout the Monitoring Plan development phase. The Monitoring Plan will cover all restoration strategies in the SCP's Strategic Action Plan, across the SCP's priority geography. All monitoring efforts will be advised by OWEB, the SCP's FIP Technical Review Team, and the SCP's Monitoring Committee, which included representatives of the: SWC, Siuslaw Soil and Water Conservation District (SSWCD), Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw Indians (CTCLUSI), McKenzie River Trust (MRT), and Confederated Tribes of the Siletz Indians (CTSI). All organizations represented are core partners in the SCP and offer complementary areas of expertise in our initiative monitoring efforts.

This position also performs the necessary functions to implement monitoring, technical assistance, outreach and stakeholder engagement projects under the general direction of the SWC Executive

Director. The Monitoring Coordinator 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. This position will be based primarily out of the office during the development phase of the Monitoring Plan, with the opportunity to work partially remotely.

Essential Job Duties:

1. Lead the development of the SCP's Monitoring Plan, in alignment with the Partnership's SAPs, with completion date no later than April 2024
2. Work in close collaboration and facilitate regularly scheduled meetings with the SCP Chair, SCP Monitoring Committee, FIP Technical Review Team, and other coastal FIP partnerships throughout the development of the Monitoring Plan.
3. Serve as point-of-contact and steward for multiple databases and data types. Integrate and analyze internal and external data sources (wetland, estuary, freshwater, fish habitat, etc.). Centralize and maintain databases and standardize data collection methods, organized database storage and stewardship methods, and analytical methods.
4. Collaborate with the SWC Executive Director and SCP Project Managers to support and supervise field data collection and to provide quality control to ensure high quality, reputable results.
5. Recruit landowners, identify monitoring needs and opportunities, write grant proposals to fund projects, implement projects, track project budgets, coordinate with grantors and partners, report on outcomes.
6. Participate in occasional restoration project meetings and site visits to represent monitoring perspective and scope project-specific monitoring needs.
7. Coordinate with SWC Financial Manager to submit funds requests to grantors, plan annual budgets for projects and staff and submit financial reports.
8. Coordinate with granting agency staff, grant program officers and regional representatives to ensure compliance with grant requirements and successful project completion.
9. Attend SCP meetings and SWC meetings.

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 monitoring 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 monitoring activities to meet project objectives and offer opportunities for community engagement and education.

Minimum Knowledge, Skills and Abilities:

The Monitoring Coordinator 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.

Education:

- Master's degree in fisheries, ecology, hydrology, or related field with quantitative research and data management and analysis experience. The master's degree requirements may be substituted with a bachelor's degree and significant experience designing and leading natural resource monitoring programs.

Professional experience:

- Three years of work experience in natural resources research, monitoring, and conservation planning. Fisheries and coastal natural resource experience are strongly preferred.
- Experience leading the design and implementation of monitoring plans or other science-based natural resource research projects.
- Experience analyzing large and multi-faceted datasets using sophisticated statistical methods.
- The ability to manage complex projects with a variety of partners and meet deadlines is essential.
- Excellent written and verbal communication skills, including experience with scientific writing for multiple audiences including academic, conservation, and the public.
- Ability to work both independently and as part of a team.
- Demonstrated experience with grant writing.
- Strong project management skills, including but not limited to setting and implementing effective goals and objectives, problem-solving, time management, contract, and grant management, creating and maintaining collaborations with other organizations, developing public awareness activities, preparing reports, etc.
- Knowledge and appreciation of the people, values, and current conservation issues of the region. Knowledge of salmonid life history and habitat needs, watershed processes, water quality issues, natural and introduced vegetation.
- High level of proficiency in ArcGIS or other spatial analysis software.
- High level of proficiency in Microsoft Office Suite.
- High level of proficiency in a statistical program (R, Python, or Matlab).
- A positive attitude with a flexible approach to work and a willingness to take on new projects or tasks as needed.
- Ability to engage in strenuous outdoor activity, carry field equipment and endure outdoor field conditions including cold and wet winter weather and extreme heat.
- Problem-solving, decision-making skills, and the ability to work independently with attention to detail.
- Valid driver's license required and use of a personally insured vehicle for travel.
- Essential behavioral skills: dependable, self-motivated and collaborative.

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.