

Tillamook Bay

WATERSHED COUNCIL

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Position Announcement: Tillamook Bay Watershed Council Coordinator

SUMMARY

The Tillamook Bay Watershed Council (TBWC), based in Tillamook, Oregon, is seeking a coordinator to oversee the council's activities. The coordinator position is funded through a grant from the Oregon Watershed Enhancement Board. The coordinator will assist the Council with implementation of the Tillamook Bay Watershed Work Plan, which contains recommendations for activities within the Tillamook Bay basin.

BACKGROUND

The TBWC is a locally driven, non-governmental, non-regulatory community-based organization that facilitates stewardship and restoration projects based on scientific analysis to improve watershed health and develop partnerships to plan, fund, and implement those projects. As a watershed council defined by Oregon Revised Statute 541.350, the TBWC implements work that meets the Oregon Plan for Salmon and Watersheds.

TBWC Mission Statement: The Tillamook Bay Watershed Council promotes healthy rivers and streams and a vibrant community through locally directed education, stewardship, and restoration/enhancement activities within the Tillamook Bay watershed. Working together, we believe our community can achieve clean water, abundant fish populations, and well-managed water resources.

SCOPE OF SERVICES

PARTNERSHIP DEVELOPMENT AND FACILITATION

- Design and lead facilitated processes to develop and implement community-based watershed restoration programs and management strategies
- Network with groups to develop trust and determine opportunities where partnerships can be forged; networking includes attending meetings and participating in other organizations' activities
- Maintain partnerships with adjacent watershed councils to share grants and staff important to accomplish mutual goals

WATERSHED PROJECT MANAGEMENT

- Develop projects that meet documented watershed priorities and strategies developed by TBWC
- Manage project implementation, including securing permits, hiring contractors, and overseeing implementation to ensure projects meet grant deliverables in a timely manner
- Coordinate contractors to implement projects

ORGANIZATIONAL SUPPORT

- Recommend policy, procedures, or actions that will promote an effective watershed health program in the Tillamook Bay
- Coordinate and organize meetings, distribute announcements, and document meetings
- Organize and oversee activities such as preparation of meeting minutes and agendas, database management, and records keeping
- Develop annual work plans and action plans, and track and report progress
- Track grant deadlines and provide grant-required status reports and completion reports
- Attend conferences and trainings to increase skills and learn about the activities of other watershed groups
- Keep the Council apprised of relevant meetings, hearings, policy changes, training opportunities, etc.

BUDGET AND FUNDRAISING

- Write grant proposals and recruit other funding sources to implement projects and support watershed council capacity needs
- Manage the Council's finances using QuickBooks
- Track and report expenditures and track in-kind and cash match
- Generate fiscal reports and payment requests for grantors and the Council board

MINIMUM QUALIFICATIONS

- Degree in natural resources/sciences (e.g., hydrology, forestry, fisheries, biology, planning, agricultural business, or related discipline), or other relevant subject area; a graduate degree and/or experience with watershed management, restoration, and property management planning are beneficial but not required.
- Well-organized with excellent oral and written communications skills
- Strong collaboration and facilitation skills
- Familiarity with fundraising, including grant writing and management
- Knowledge of programs and laws related to watershed restoration in Oregon
- Good people skills and able to communicate with diverse audiences across different social and political backgrounds
- Ability to work independently to establish priorities and manage time effectively
- A minimum of three years' experience working with private landowners in rural areas, farming communities, and agency stakeholders to develop conservation and/or restoration programs or projects

- Experience working with volunteers, including active recruitment and training
- Experience with and interest in working with diverse stakeholders and agencies
- Computer proficiency including experience with Microsoft Word, Excel, and PowerPoint
- Valid Oregon driver's license; reliable personal transportation
- Ability to attend evening and weekend activities
- Ability to work outdoors in various weather conditions and hike on uneven terrain

SUPERVISION, EVALUATION, PERFORMANCE REVIEWS

The Council Coordinator works under the guidance and direction of the Executive Committee and under the direct supervision of the Council Chair.

COMPENSATION

Dependent on experience

HOW TO APPLY

Please submit cover letter, resume, and three references in the form of an e-mail attachment (.pdf preferred) to tillamookbaywatershedcouncil@gmail.com by May 9th, 2014 by 5 pm, using the subject line "Tillamook Bay Watershed Council Coordinator."

QUESTIONS

During business hours (8am to 5pm PST), contact Celeste Lebo with questions regarding this announcement by calling (503) 322-0002, or by email at tillamookbaywatershedcouncil@gmail.com.