



Initial Posting Date: April 21, 2025

Application Deadline: May 28, 2025

Position Type: Permanent, full time employee

Position Title: Wallowa County Project Coordinator

Location: Enterprise, Oregon.

Compensation: \$26-\$28/hour (DOE), plus comprehensive benefits package

Job Announcement: The Grande Ronde Model Watershed (GRMW) is seeking a full time employee, stationed in Enterprise, Oregon, to assist in fulfilling our mission. To learn more about GRMW visit www.grmw.org.

The mission of the Grande Ronde Model Watershed Program is to develop and oversee the implementation, maintenance and monitoring of coordinated resource management that will enhance the natural resources of the Grande Ronde River and Imnaha River Basins.

Position Description

Position Summary:

Coordinate with restoration partners in Wallowa County using the GRMW Stepwise process and Wallowa Restoration Atlas. The Project Coordinator (PC) needs to be proficient in communication. The PC facilitates monthly coordination meetings, provides technical review of habitat restoration designs and assists partner organizations in prioritizing and acquiring funding for watershed restoration projects. This involves outreach to landowners, coordinating development of prospectuses and proposals, technical review of project designs and budgets, presenting proposals to GRMW Board, assisting with regulatory coordination, support for contracting, providing oversight and monitoring of field work, obtaining and reviewing completion and monitoring reports, and coordinating with funders.

Duties & Responsibilities:

- Identify and prioritize restoration project opportunities, including helping to identify and secure funding.
- Develop start of year budgets, develop and manage project timelines, and coordinate with partners to ensure projects are on schedule.
- Technically review engineer designs, budgets and applications.
- Assist partners and landowners with acquiring necessary permits.
- Grant management and reporting using cbfish.org and [Oregon Grant Management System](#).
- Coordinate and facilitate monthly coordination meetings.
- Participate on natural resource committees that may include Wallowa County NRAC, OWEB, NRCS, NE Oregon Beaver Working Group, and others.
- Participate in GRMW Board meetings and provide project updates and recommendations.
- Prepare technical reports on monitoring results and annual progress reports.
- Assist with education and outreach events.
- Prepare articles for the GRMW quarterly [newsletter](#) and local newspapers.

Preferred Knowledge/Skills/Abilities:

- Knowledge of the riverine ecosystem and watershed health.
- Experience with techniques and principals of fish habitat restoration.
- Experience writing and managing habitat restoration grants.
- Ability to communicate effectively with partners, funders, and landowners.
- Experience facilitating meetings and resolving conflicts.
- Understanding of the value of partnerships and ability to work cooperatively with a wide range of partners.
- Experience with technical report writing.
- Experience with federal and state permitting processes.
- Ability to work efficiently alone with limited supervision.

Education/Experience:

- A Bachelor's degree in fisheries, natural resources, biology, hydrology, geomorphology or similar degree, and two years of work experience that closely resembles the duties and responsibilities of this position.

Working Conditions: Work will be approximately 80% office and meetings, 20% fieldwork and travel. The PC reports to the Executive Director. This is not a supervisory position. Project coordinator will work collaboratively with other GRMW employees. This position is stationed in Enterprise, Oregon but will work at least one day per week in the La Grande, Oregon office. The first three months of employment will require 3 days per week in La Grande for training purposes.

The project coordinator may share office space with other natural resource partners. Work performed outdoors may be in inclement weather and around construction equipment. Sufficient mobility is required to navigate uneven terrain, steep slopes, streams, rivers, and other field conditions. A flexible schedule is required for attending evening meetings, weekend events and occasional overnight travel. There will be times when travel with your personal vehicle will be required. GRMW will reimburse at the current Oregon mileage rate. The vehicle should be dependable and able to travel on gravel and dirt roads.

A current driver's license is required. First Aid and CPR certification is preferred but not required.

To Apply: Please submit:

- A cover letter describing your experience, skills and abilities pertinent to the qualifications of this position and,
- A resume outlining your professional experience and,
- Three professional references.

Applicants can email the required materials to jesse@grmw.org with the subject line 'Wallowa County Project Coordinator Position' or they can drop them off at the GRMW office by **5:00pm on May 28, 2025** or mail them to:

Grande Ronde Model Watershed
1114 J Avenue
La Grande, OR 97850

For questions, please contact:

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541-663-0570
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