



## Job Announcement – Project Coordinator

**Initial Posting Date:** June 3, 2019

**Application Deadline:** June 21, 2019

**Position Type:** Permanent, full time employee

**Position Title:** Wallowa County Project Coordinator

**Location:** Enterprise and La Grande, Oregon.

**Compensation:** \$24-\$30/hour (DOQ), 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](http://www.grmw.org).

*The mission of the Grande Ronde Model Watershed is to provide funding and fiscal management in the development and implementation, maintenance and monitoring of coordinated resource management that will enhance the natural resources of the Grande Ronde River Basin.*

### **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](http://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, 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.

A valid Oregon 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 [projects@grmw.org](mailto:projects@grmw.org) with the subject line 'Wallowa County Project Coordinator Position' or they can drop them off at the GRMW office by **12:00pm on June 21, 2019** or mail them to:

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

For questions, please contact:

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