

Powder Basin Watershed Council

2034 Auburn Ave., Ste. B
Baker City, Oregon 97814
(541) 523-7288



April 24, 2020

Position Title: Watershed Monitoring and Research Coordinator

Introduction

The Powder Basin Watershed Council (PBWC) is a 501(c)3 nonprofit whose mission is to “Facilitate community-supported restoration and maintenance of the streams, rivers and lakes in our watersheds”. The Council advocates for quality watershed management among landowners in Baker, southern Union and northern Malheur Counties by promoting a holistic approach that engages a diverse group of interested stakeholders, including landowners, recreationists, foresters, wildlife enthusiasts, agriculture, wildlife and fish biologists, miners, city and county government, state regulatory agencies and federal land management agencies for the purposes of watershed restoration, water quality monitoring, watershed planning, and educational programming.

Position Summary

The Monitoring and Research Coordinator will be responsible for data collection, compilation, analysis, reporting and archiving in support of science-based watershed management by PBWC and its partners. This may include, but is not limited to, water quality monitoring, streamflow data, fish habitat surveys, beaver surveys, groundwater monitoring, sediment transport studies, public opinion surveys or other research related to the functioning of the watersheds within the Powder Basin. All training for research methods and data analysis will be provided. There may be opportunities to integrate professional development and skills into future research questions, as well as grant-writing. This position supports and is integrated with the other programs administered by PBWC which includes education, public outreach and on-the-ground restoration. This position interacts with the general public, landowners, agency personnel, local government, PBWC staff and volunteers. The ability to effectively communicate the mission of PBWC and represent PBWC in a positive way is critical to the organization’s success. This position will require occasional work outside of normal work hours, such as weekends and evenings and out of town travel for trainings or conferences.

Responsibilities

- Conduct and oversee field data collection, data entry, data management, data analysis and reporting, including presentations to the public and Board of Directors.
- Coordinate the Volunteer Water Quality Monitoring program, including recruitment of volunteers, volunteer training, equipment maintenance, coordination of supplies, quality control and data entry.
- Supervise seasonal employees, as needed.
- Participate in efforts to educate the community about research in the Powder Basin through presentations, tours, staffing informational booths, publishing reports and working with participating schools to include students in research.
- Coordinate with project partners, including local, state, federal, and private organizations engaged in data collection and research.
- Assist the work of other Council staff and Council members in support of the Council's mission as directed by the supervisor.

Minimum Skills and Qualifications

- Bachelor's degree or equivalent experience in a related field (such as water resources, hydrology, environmental science, biology, or natural resources), plus three years of related work experience or a graduate degree.
- Experience collecting, entering and managing data, implementing quality control measures, conducting analysis and producing written reports.
- Oral and written communication skills and interpersonal skills necessary to establish congenial relationships with landowners, other watershed stakeholders, agencies, and recruit and train volunteers, help educate the community and coordinate efforts with PBWC staff.
- Ability to independently prioritize work to accomplish programmatic goals and to gain new skills through training. Accomplish required work assignments within assigned deadlines with quality and precision.
- Proficiency with database software such as ArcGIS, MS Excel, MS Access and other standard office software.
- Ability to work safely in a variety of outdoor conditions, including rugged and/or slippery terrain, active stream channels, construction sites, inclement weather and exposure to insects/wildlife. Ability to lift and carry material up to 44 pounds, walk up to a mile at a time and navigate via GPS, maps and aerial photos.

- Ability to sit for long periods of time to complete computer work and function in an office environment.
- Must have or be able to obtain an Oregon driver's license and proof of valid automobile insurance and have access to a personal vehicle appropriate to access field locations located near maintained roads.

Additional Qualifications

- Experience with water quality equipment and protocols.
- Knowledge of water quality regulations and legal compliance frameworks.
- Experience cultivating and working with multi-party partnerships.
- Knowledge of rural culture and issues pertaining to eastern Oregon.

Civil Rights

This employee will perform and interact with others in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Compensation

This position is a full-time (40 hrs./wk.), non-exempt (hourly), full-time position. Salary for this position ranges from \$16-20/ hour, depending on experience, and includes eight hours per month of sick and vacation leave each, up to 3% matching employer contributions to a retirement account, a healthcare stipend of \$500 per month and ten paid holidays per year. Annual cost of living salary raises are automatic, based on the federal calculation and annual raises based on job performance may be available. The position will require the use of a personal vehicle, with expenses for work-related travel reimbursed at the state rate (\$.575/mile for 2020).

To Apply

E-mail a resume and cover letter detailing your qualifications for this position, plus copies of your most recent college transcripts and current e-mail and phone number for three professional references to Christo Morris, pbwced@qwestoffice.net by 5:00pm on May 17, 2020.