



GRANDE RONDE MODEL WATERSHED

Job Announcement – Project Coordinator

Initial Posting Date: February 1, 2024

Application Deadline: March 1, 2024

Position Type: Permanent, Part time or full time (30-40 Hrs./week) employee

Position Title: Union County Project Coordinator

Location: La Grande, Oregon.

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

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

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

Position Description

Position Summary

The selected candidate will be responsible for coordinating with restoration partners in Union County using the GRMW Stepwise process and Upper Grande Ronde River and Catherine Creek Restoration Atlases. The Project Coordinator (PC) needs to be proficient in verbal and written 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 project proposals to the 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. This position requires the ability to work well with a variety of partner organizations (Tribal, State,

Federal, and local) and community members. GRMW is a non-profit organization with six full time employees. Our employees operate as a team, and we are looking forward to working with a new team member.

The position is being offered as either a part time (30hrs/wk.) or full time (40hrs/wk.) position. The selected candidate will work with the executive director to determine a preferred work schedule. The benefits package is prorated for employees working less than 36 hours per week and is not available for employees working less than 30 hours per week.

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 river restoration design plan sets, budgets, and applications.
- Assist partners and landowners with acquiring necessary permits.
- Engage landowners about restoration opportunities.
- 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 local working groups, OWEB, NRCS, Network of Oregon Watershed Councils 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 ecosystems 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 river restoration 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 duties will be approximately 80% office/meetings and 20% fieldwork/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 La Grande, Oregon. This position is not available for remote work.

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, and driving records will be checked. 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 'Union County Project Coordinator Position', or they can drop them off at the GRMW office by **12:00pm on Friday, March 1, 2024** 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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