POSITION ANNOUNCEMENT

MONITORING PROGRAM COORDINATOR

The Curry County Soil & Water Conservation District (SWCD) was established in 1953 with the authority and responsibility to assist landowners and agencies with resource problems through planning and on-the-ground implementation of conservation projects. The SWCD serves as fiscal sponsor and administrative employer for the Lower Rogue and South Coast Watershed Councils, which are state- and county-recognized entities representing the interests of local, state, federal, and tribal interest groups and local citizens dealing with watershed issues. Collectively, the District and Councils refer to their partnership as the Curry Watersheds Partnership (CWP).

The CWP’s Monitoring Program exists to provide scientifically-rigorous data that (1) identifies resource concerns and establishes baseline conditions; (2) contributes to the development and justification of watershed projects (i.e. in permit applications, grant proposals, etc.); and (3) determines the effectiveness of the CWP’s projects. The roll of the Monitoring Program Coordinator, therefore, is to 1) work with CWP staff to address the data needs of CWP programs and 2) work with partners to identify and resolve data shortfalls of mutual interest. Proper study design and data analysis methods are of the utmost importance to this work; ensuring such details are in order will be a key responsibility of the Coordinator.

Details of Position
- Start Window: April 9 – May 1, 2018
- Current funding allows for 1.0 FTE (1960 hours) through June 30, 2019. Weekly hours vary seasonally.
- Status: Non-exempt, hourly
- Wage rate: $23 - $25/hour DOE
- Benefits: PTO accrued at a rate of 6% for every hour worked; Flexible Schedule
- Supervision: Position is supervised by the District Manager

Position Duration
This position is funded entirely through grants. Funding at 1.0 FTE is secured through June 30, 2019. Part time (~0.5) FTE is secured through June 30, 2020, and efforts are underway to pursue additional funding. Continued funding of the program and the position will be the responsibility of the individual hired, with assistance from other staff. Long-term, the CWP intends for this position to expand to FTE.

Summary of Duties and Responsibilities
This position oversees the Monitoring Program for the CWP. Responsibilities include but are not limited to:
- Coordinating all aspects of monitoring projects from project identification through completion, including:
  - Working with CWP staff, landowners, and local partners;
Designing studies in such a manner as to provide defensible results;
Designing sampling protocols;
writing Quality Assurance Protection Plans (QAPPs);
preparing Standard Operating Procedures (SOPs) and Sampling and Analysis Plans (SAPs);
Procuring and administering contracts with technical consultants
coordinating project implementation;
collecting and analyzing data;
• Securing and managing grants and other sources of funding for the program, including:
  o Managing budgets and processing of invoices
  o Procurement of goods and services
  o Writing and submitting required reports
• Managing the CWP’s monitoring data and responding to requests for the same.
• Laboratory management and safety inspections.
• Conducting outreach and education to landowners and the public through workshops, news articles, and the CWP’s website
• Convening Monitoring Technical Advisory Committees as needed.
• Coordinating with partner agencies and organizations
• Other duties as assigned

Qualifications Sought

Required:
• Bachelor of Science in a Natural Resource field and a minimum of 3 years’ experience performing at least two of the following:
  o Study design
  o Data collection
  o Writing technical reports
  o Grant writing and management
• Working knowledge of ArcGIS software programs, with preference to those with advanced GIS experience.
• Computer proficiency with all Microsoft Office applications.
• Strong oral and written communication skills.
• Budget management experience

Preferred:
• Knowledge of R software
• Statistical analysis of data
• Working knowledge of Access database program with preference to those with advanced experience.
• Experience facilitating/leading meetings and committees.
• Experience coordinating and leading crews of staff and/or volunteers in sampling activities.
• Experience working in the watersheds of Curry County.
• Experience working with private landowners and community partners with diverse backgrounds and viewpoints.
• Lab management experience.

People who thrive in our organization have the ability to effectively function both independently and as a member of a diverse team in a collaborative work environment, and are self-directed,
organized, detail oriented and motivated to proactively spend time effectively to meet multiple, often overlapping deadlines.

**Other Requirements**
- Valid driver’s license recognized by Oregon.
- Access to a reliable personal vehicle for transportation to and from the office, and capable of traversing on unimproved roads and/or off road to field sites.

**Working Conditions and Locations**
The CWP works to restore 10 watersheds along one-quarter of the southern Oregon Coast from Bandon to Brookings. This beautiful and remote region is recognized as “America’s Wild Rivers Coast” for its wild and scenic rivers flowing through towering forests, its waterfront towns, and its dynamic weather. The county is 1627.4 square miles with nearly 90% of the landscape in forests (private and federal ownership). Agriculture includes large, privately owned farms producing livestock (sheep and cattle), cranberries and lily bulbs among other products. The CWP currently has eleven staff members that work with landowners, businesses, schools, ports, agencies and citizens from all walks of life to promote good stewardship of our lands and waters. The CWP is solely grant funded – currently raising about $1 million every year for restoration, education, technical assistance, and monitoring work.

The Monitoring Program Coordinator position involves a multiple task and teamwork approach, requiring organized time management and individual project tracking. The position includes both office and field-based activities. The ability to flex around a work schedule involving long field days (seasonally) and/or attendance at evening meetings and occasional weekend events is essential.

- Office work will take place at the CWP offices located at 29692 Ellensburg Avenue, Gold Beach.
- Field work will occur primarily on private timber and agricultural lands throughout Curry County and southern coastal Coos County. Work will take place in all types of weather on mountainous terrain, within stream corridors, and on ranchland. The Coordinator must have the ability and willingness to conduct data collection activities in all types of weather conditions while traversing uneven terrain and wading and/or paddling kayaks or canoes in water bodies.

**Future Programmatic Goals**
Over the past 20 years the CWP’s Monitoring Program has collected extensive water quality, biological, and physical baseline data that has been used to characterize watershed conditions in Curry County; the Program has evaluated the effectiveness of a wide range of restoration project types; and the Program has conducted pollutant source searches to identify project opportunities. Collectively these datasets represent a substantial amount of investment on the part of the CWP and its partners. To capitalize on this investment we need to conduct a comprehensive evaluation of these datasets and their accompanying findings (1) to determine the types of monitoring that are still needed to further the CWP’s mission, and (2) to determine which existing datasets can contribute to future monitoring projects. The results of this evaluation will be used to develop a comprehensive, long-term (10-15 year) monitoring plan for the CWP’s Monitoring Program that identifies the type and location of future monitoring projects; prioritizes those projects; determines the lead organization or agency; develops sampling designs; and outlines a funding strategy to implement those projects.
Eligibility
At the time of application, applicant must meet the minimum required qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment. Applicant will be subject to a background check, and a hiring offer will be extended pending positive outcomes according to Curry SWCD Board policy.

How to Apply
1. Completed Employment Application form
2. Completed Reference Check Authorization form
3. Cover letter explaining your qualification and experience relevant to the requirements of this position. Letter may reference sections in the applicant’s résumé that address specific qualifications
4. Résumé or curriculum vitae clearly describing and identifying your experience, skills and achievements related to the requirements of the position
5. Completed Supplemental Application Questions form
6. Copy of a grant or technical document written by the applicant
7. Transcripts, unofficial copies accepted
8. If claiming Veteran’s or Disabled Veteran’s Preference please also include copies of;
   a. DD 214/215 or Certificate of Release or letter from VA indicating receipt of a non-service connected pension
   b. Veteran’s disability preference letter from VA unless disability status is included on DD 214/215

Selection Criteria and Process
Applicants will be evaluated by a selection panel comprised of key CWP staff members. The selection process will involve the following steps:
1. Applications reviewed and a maximum of four (4) candidates selected. Veteran’s Preference given. Please see Veteran’s Preference Policy for details.
2. Interview of candidates by the CWP selection panel. Note: travel costs to participate in an in-person interview will be at the candidate’s own expense.
3. Interview of top candidates’ references
4. Job offer extended or position re-advertised.

Applications may be submitted in the following ways:
1. By email to District Manager Liesl Coleman: liesl.coleman@currywatersheds.org. Please type “Mon Coord App” in the subject line.
2. By mail to Liesl Coleman; PO Box 666; Gold Beach, OR 97444
3. In person at the Curry Watersheds Partnership office located in the Gold Rush building at 29692 Ellensburg Avenue; Gold Beach, OR.

Required application forms may be obtained online at www.currywatersheds.org. For more information or assistance please contact the District Manager, Liesl Coleman: liesl.coleman@currywatersheds.org or 541-247-2755, ext 0#.

Applications must be received in the office no later than 5:00 p.m. on Friday, March 16, 2018. Should no qualified applicants apply, the District reserves the right to re-advertise the position.