



Curry County Soil and Water Conservation District

MONITORING PROGRAM COORDINATOR JOB ANNOUNCEMENT

Application Deadline: November 27, 2023

Estimated Start Date: January, 2024

If you are motivated by collecting and analyzing scientifically-rigorous data to shape and inform watershed restoration initiatives, the Monitoring Program Coordinator is the job for you!

Who we are

Curry Watersheds Partnership (CWP) is a group of non-regulatory organizations working together to help local landowners and communities keep our shared lands and rivers healthy and sustainable. The Curry Watersheds Partnership includes the Curry Soil and Water Conservation District, the South Coast and Lower Rogue Watershed Councils, and the Curry Watersheds Nonprofit. We offer reliable information, technical expertise, and on-the-ground assistance to:

- Support landowners and public agencies to care for their land in ways that sustain clean rivers and streams, foster abundant fish and wildlife, and keep local farms, ranches, and forest lands productive.
- Create opportunities for local students and community members to learn about healthy rivers, streams, and forests, and about sustainable local agriculture.
- Monitor the health of our watersheds and share information with leaders and local communities.
- Bring public and private funding from outside our county.

Find out more about us at www.currywatersheds.org.

About the Monitoring Program

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 role of the Monitoring Program Coordinator, therefore, is to collaborate with CWP programs and partners, and design and implement monitoring projects that meet the aforementioned objectives. 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.

The Monitoring Program Coordinator functions as a vital part of our small, hard-working team. Initiative and a positive attitude are essential. The ability to interact with staff and outside partners in an often fast-paced environment while remaining flexible, proactive, resourceful, and efficient is also crucial to this role. Strong written and verbal communication skills are equally important.

Position Details

Status: At-will, hourly, non-exempt, 1.0 FTE (~38 hrs/week) through January 31, 2025. *Funding beyond this time is dependent on securing of additional grants. Additional grant applications are currently in development, and the Monitoring Program Coordinator is expected to sustain the position over time through grant writing and other forms of fundraising.*

Wage Range: \$27.56 - \$29.29/hour, DOE

About this Position

This position oversees the Monitoring Program for the CWP. The Monitoring Program Coordinator functions as a vital part of our small, hard-working team. Initiative and a positive attitude are essential. The ability to interact with staff and outside partners in an often fast-paced environment while remaining flexible, proactive, resourceful, and efficient is also crucial to this role. Strong written and verbal communication skills are equally important. Responsibilities include but are not limited to:

- Coordinating all aspects of monitoring projects from project identification through completion, including:
 - Working with internal staff, landowners, and local partners;
 - Designing studies in such a manner as to provide defensible results;
 - Determining proper standardized sampling protocols and methods, or designing unique sampling protocols depending on the needs of the project;
 - 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;
 - Reporting and presenting on project results to a variety of different audiences
- Securing and managing grants and other sources of funding for the program, including:
 - Writing and submitting grant applications
 - Managing budgets and processing of invoices
 - Procurement of goods and services
 - Writing and submitting required reports
 - Collaborating with internal staff and program managers on any grants they manage that contain monitoring-related tasks and requirements
- Managing the CWP's monitoring data and responding to requests for the same
- Laboratory management and safety inspections
- Coordinating with other internal staff/program managers to integrate and facilitate monitoring in projects, workflows, and processes
- 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

Required Skills/Experience:

- Bachelor of Science in a Natural Resource field – preferably with an emphasis on environmental science (e.g., chemistry, biology, hydrology, geology, etc.)
 - A minimum of 3 years' professional work experience in a related field performing at least two of the following:
 - Study design
 - Data collection
 - Writing technical reports
- A graduate degree in a relevant discipline can substitute for 2 years of professional work experience*
- Working knowledge of ArcGIS software programs, with preference to those with advanced GIS experience.

Preferred Skills/Experience:

- Grant writing and management
- Budget management experience
- Knowledge of R software
- Coding experience
- 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 supervising crews of staff and/or volunteers
- Experience working in the watersheds of Curry County.
- Experience working with private landowners and community partners with diverse backgrounds and viewpoints.
- Lab management experience.

Additional Requirements:

- Successfully pass a criminal and sex offender background check: federal and state
- 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

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.

Physical Demands and Work Environment

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 29286 Ellensburg Avenue, Gold Beach. Occasional remote work access is also available. Field assignments 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. Field assignments may include, but are not limited to, bending, climbing, crawling, kneeling, lifting up to 40 pounds, digging, pulling, reaching, sitting, standing, stooping, walking in rough terrain, wading and/or paddling in water bodies, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Travel (>100 miles per month), mostly local, is often required.

The CWP is committed to creating a workplace culture that understands and appreciates differences among people and is welcoming and inclusive to all. By fostering fairness and equity in its work culture, the District strives to improve services for our constituents. We recognize that not all people have equitable opportunities to experiences and education, and value all of the professional and lived experiences shared with us. The CWP welcomes the unique contributions that you bring in terms of your education, cultural background, race, ethnicity, gender identity, sexual orientation, age, ability, Veteran's status, and beliefs. Individuals of underrepresented and marginalized communities are strongly encouraged to apply. Please contact us if accommodations are needed during the application or interview process.

Benefits

- Paid Time Off accrued at a rate of 6% for every hour worked
- Eligible for enrollment in the District's retirement program upon successful completion of the 90-day introductory period
- Flexible Schedule
- Occasional remote work access

Paid holidays and health benefits are currently under development and are expected to be in place by July, 2024

Application Process

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.

Required Documents:

1. Completed Employment Application form
2. Completed Reference Check Authorization form
3. Cover letter explaining your qualifications and experience relevant to the requirements of the position. The cover letter should 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. Transcripts (unofficial copies accepted)
6. 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

Applications may be submitted in the following ways:

- By email to robbie.lascheck@currywatersheds.org. Please type "Mon Coord position" in the subject line
- By mail to Curry SWCD; Attn: Robbie Lascheck; PO Box 666; Gold Beach, OR 97444
- In person at the CWP office located at 29286 Ellensburg Avenue; Gold Beach, OR

Selection Criteria and Process

The job announcement will remain open until filled. **Applications received by 5:00 p.m. on Monday, November 27 will be evaluated for the next round of interviews.** The selection process will involve the following steps:

1. Applications reviewed and preferred candidates selected for interviews. Veteran's Preference given. Please see attached Veteran's Preference Policy for details
2. Preferred candidates interviewed by the CWP interview panel. Note: travel costs to participate in an in-person interview will be at the candidate's own expense
3. Call references and offer the position to the candidate deemed most qualified for the position. In the event that an offer is not extended during this round, applications will be accepted on a rolling basis until a suitable candidate is found

Required application forms may be obtained online at www.currywatersheds.org. For more information or assistance please contact Robbie Lascheck: robbie.lascheck@currywatersheds.org; 541-247-2755, ext 7.

The Curry County Soil and Water Conservation District is an Equal Opportunity Service Provider and Employer