



Curry County Soil and Water Conservation District

MONITORING PROGRAM COORDINATOR JOB ANNOUNCEMENT

Application Deadline: The job announcement will remain open until filled. **Applications received by 5:00 p.m. on Friday, May 2nd will be evaluated for the first round of interviews.**

Estimated Start Date: June 2025

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 support our watershed restoration work by developing and implementing projects that (1) identify resource concerns and establish baseline conditions; (2) contribute to the development and justification of restoration projects; and (3) determine the effectiveness of the CWP's projects. Proper study design and data analysis methods are of the utmost importance to this work; ensuring such details are in order is a key responsibility of the Coordinator.

The Program has been active for over 20 years, and has implemented a large variety of project types including: estuary and fresh water quality sampling, stream habitat surveys, spawning surveys, seasonal hoop trap surveys, wetland surveys, forest road surveys, macroinvertebrate surveys, and others. The Program is currently in an evolving state as we work to enhance and improve the ways it provides support to our restoration work, and overseeing that evolution will be a priority responsibility of the Coordinator in the short-term.

Position Details

Status: At-will, hourly, non-exempt, 1.0 FTE (~38 hrs/week) through December 2026. *Funding beyond this time is dependent on securing 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: \$29.12 - \$30.95/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:

- Ensuring that the work of the Monitoring Program aligns with the priorities and principles of the Curry Watersheds Partnership and supports the work carried out by staff and partners
- Coordinating monitoring projects from project identification through completion, including:
 - Working with internal staff, landowners, and local partners
 - 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
 - Collecting and analyzing data, coordinating project implementation, and 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
- Serving as point-of-contact and steward of CWP's monitoring data
- Laboratory management and safety inspections
- Developing and maintaining strong relationships with agencies and other organizations and groups that conduct or support monitoring efforts
- 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 natural resources related field with experience in at least 2 of the following (*graduate degree in a relevant discipline can substitute for 2 years of professional work experience*):
 - Study design
 - Data collection
 - Data analysis
 - Writing technical reports
- Experience writing for/communicating with a variety of audiences (grantors, agencies, general public)
- Project management experience including but not limited to setting and implementing goals and objectives, time and task management, establishing and managing collaborations with partners, preparing reports and presentations, etc.
- Experience in a role that involves problem-solving, decision making, and strong attention to detail

Preferred Skills/Experience:

- Grant writing, contract, and budget management experience
- Coding experience and proficiency in statistical programs (R, Python, Matlab)
- Working knowledge of ArcGIS software, with preference to those with advanced GIS experience
- Knowledge of salmonid life histories and habitat needs, watershed processes, water quality issues, and native and introduced vegetation
- Experience facilitating/leading meetings and committees
- Experience coordinating and supervising crews of staff and/or volunteers

- Experience working in the watersheds of Curry County or similar coastal systems
- Experience working with private landowners and community partners with diverse backgrounds and viewpoints
- Ability to work both independently and as part of a team
- Experience working with state and federal agency monitoring protocols and programs
- 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
- Supplemental questions
- Example of technical writing

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 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 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 rangeland. 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 or 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
- Paid holidays
- Flexible Schedule
- Occasional remote work access

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. Complete Supplemental Questions form
6. Copy of a technical document of which the applicant was the sole or primary author
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

Applications may be submitted in the following ways:

- By email to robbie.lascheck@currywatersheds.org
- 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 Friday, May 2nd will be evaluated for the first 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 541-373-7068

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



MONITORING PROGRAM COORDINATOR SUPPLEMENTAL QUESTIONS

Please answer the following questions to the best of your ability. Conciseness is appreciated.

1. It is imperative that the Monitoring Program produce usable, meaningful, and accurate data. It is the responsibility of the Monitoring Program Coordinator to ensure this outcome. Please describe your knowledge and experience as it relates to this responsibility.
2. Please describe your experience with communicating technical information to technical and non-technical audiences.
3. This position requires managing time, personnel, and budgets. Please describe your experience managing these aspects of a project.



Curry Soil and Water Conservation District
PO Box 666
Gold Beach, OR 97444
(541) 247-2755 ext 0
<http://www.currywatersheds.org>

APPLICATION FOR EMPLOYMENT

GENERAL

Name: _____

Address: _____

Telephone: _____

Cell: _____

Date Available for Employment: _____

Are you employed now? Yes No

May we contact your present employer? Yes No If Yes:

Name _____

Address: _____

Telephone #: _____

Are you prevented from lawfully becoming employed in this country because of Visa
or Immigration status? Yes No

Name of position(s) you are seeking: _____

Do you have a valid drivers' license? Yes No

License #: _____ State: _____

Can you perform the essential functions of the position(s) for which you are applying?

Yes No

REFERENCES

List 3 non-relatives familiar with your qualifications and actual work history and ability.

	Name	Occupation/Relationship	Years Known	Telephone & Email
1.				
2.				
3.				

SUPERVISORS

List 3 previous Supervisors with most recent first.

	Name	Occupation	Years Known	Telephone & Email
1.				
2.				
3.				

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed.

YES

NO

I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, quality of work performance, interaction with co-workers, education, character, and qualifications.

YES

NO

I will be responsible for familiarizing myself with all rules and regulations of the employer as they presently exist or are later modified. *I recognize my employment can be terminated, at the discretion of the Curry County Soil & Water Conservation District or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement signed by the District Manager.*

YES

NO

I also understand that no representative of the Curry County Soil & Water Conservation District has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement signed by the District Manager.

YES

NO

I have read, understand, and agree with the above.

By: _____
Signature of Applicant

Date _____

This application is valid for only ninety (90) days from the date of signature. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

Applicant Authorization for Reference Checks

I hereby authorize my past employers to release information to the Curry County Soil & Water Conservation District regarding my employment. This release of information covers my employment record in general, including information on the following:

1. Dates of employment
2. Position(s) held.
3. The quality and quantity of my work.
4. My attendance habits [excluding workers' compensation, pregnancy, disability, FMLA, and other protected absences].
5. My relationship with co-workers, supervisors, and managers.
6. My attitude toward work [cooperative, positive, etc.]
7. Reason for leaving and eligibility for rehire. [Would the employer rehire if they had to do it all over again?]
8. Strengths and limitations.
9. Willingness to comply with policies and standards.
10. Whether I had outbursts of temper; threatened or provoked fights with or assaulted others; harassed co-workers or customers; or engaged in any other hostile, violent, or disruptive behavior.
11. Other relevant information regarding my performance, skills, abilities, work habits, suitability for employment sought, etc.

I agree all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand if I do not sign this authorization, my application will be disallowed.

Print Name

Signature

Date

CURRY SWCD VETERAN'S PREFERENCES WHEN HIRING

Selection criteria and procedures will be based solely on job-related knowledge, skills, abilities, experience, education, training, and, when appropriate, prior demonstrated performance, aptitude, and character. The District Manager shall design selection criteria based on the classification specifications and job requirements. Based on the results of the selection process, which may include review by Board-appointed committee, applicants will be selected by District Manager for an employment interview.

There are four ways to qualify as an eligible veteran:

- Must have served on active duty with the US Armed Forces for a period of more than 178 consecutive days and have been discharged under honorable conditions; or
- Must have served on active duty with the US Armed Forces for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or
- Must have served on active duty in the US Armed Forces for at least one day in a combat zone and have been discharged under honorable conditions; or
- Must have received a qualifying military decoration for service in the US Armed Forces.

At each stage of the application process five preference points will be added to an eligible veteran's score and ten preference points to a disabled veteran's score. These point preferences will be added every time an eligible veteran or disabled veteran applies for a position based on the results of a merit-based, competitive process even if they are already an employee of the District.

Preference points will be granted as follows:

- For an initial application screening used to develop a list of persons for interviews, five preference points will be added to a veteran's score and 10 preference points to a disabled veteran's score.
- For an application examination given after the initial screening that results in a score, preference points will be added to the combined examination score without allocating the points to any single feature of the examination. Five preference points will be added to a veteran's score and 10 preference points to a disabled veteran's score.
- For an application examination that consists of an interview, an evaluation of the veteran's performance, experience or training, a supervisor's rating or any other method of ranking an applicant that does not result in a score, preference among equally qualified applicants will be given to the veteran or disabled veteran.