



Curry County Soil and Water Conservation District

JOB ANNOUNCEMENT **Conservation Reserve Enhancement Program Tech**

Application Deadline: The job announcement will remain open until filled. **Applications received by 5:00 p.m. on November 14, 2025 will be evaluated for the first round of interviews.**

Estimated Start Date: December 1 and preferably no later than December 8, 2025.

Curry Soil and Water Conservation District (Curry SWCD) is a member of Curry Watershed Partners, 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 Curry SWCD, 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 Oregon Conservation Reserve Enhancement Program (CREP) Technical Assistance in Coos and Curry Counties

The Oregon CREP restores riparian buffers on agricultural land as a state-specific enhancement to Farm Service Agency's Conservation Reserve Program (CRP). This important State-Federal program provides technical assistance, financial incentives, and cost shares to agricultural landowners who elect to protect surface water quality and improve wildlife habitat through individual US Department of Agriculture contracts. Our CREP Technician works closely with USDA staff to support all phases of individual CREP project development, implementation, and monitoring.

CWP's CREP Technical Assistance position is based in the Natural Resources Conservation Service (NRCS) office in Coquille, Oregon, and supports projects located throughout Coos and Curry Counties using NRCS procedures and planning tools. Office space, technical oversight, training, and review of work products are provided by NRCS staff in Coquille. The CREP Technician is supervised by the Curry SWCD District Manager in Gold Beach.

The CREP TA position has been funded through Oregon Watershed Enhancement Board (OWEB) Technical Assistance grants for more than 20 years in cooperation with NRCS. The CREP Technician is responsible for submitting scheduled reports for the current OWEB grant, which will provide funding through December 2027, and for applying for future grants as they become available.

Position Details

Status: At-will, hourly, non-exempt, 1.0 FTE (~38 hrs/week) through December 2027. *Funding beyond this time is dependent on securing future grants. Additional grant opportunities are occasionally available, and the CREP Technician is expected to sustain the position over time through grant writing and other forms of fundraising.*

Starting Wage Range: \$26.47 - \$28.14/hour, DOE

About this Position:

This work is largely independent and self-motivated within the framework of NRCS protocols and procedures. Initiative, a positive attitude, and the ability to initiate contact with farmers, ranchers, and partner agencies by phone, in person, and via written contacts are essential. Strong written and verbal communication skills are required. Responsibilities include but are not limited to:

- Providing outreach and education about the CREP program and agricultural water quality protection
 - Outreach articles, phone calls, and mailings
 - Responding to individual and agency or partner inquiries
 - Presenting water quality and program information at workshops and events
- Coordinating riparian restoration projects from project identification through completion, including:
 - Conducting site visits to help landowners understand resource concerns on their property
 - Determining the need and feasibility of water quality protection measures on individual properties
 - Conducting site assessments and inventories using NRCS protocols
 - Discussing economic implications of riparian restoration: costs and benefits
 - Developing Conservation Plans to guide landowners in project implementation
 - Developing practice implementation requirements and job sheets for the landowner to follow
 - Providing budgetary guidance for individual projects
 - Inspecting and certifying installed work
 - Monitoring established contracts and conducting Farm Service Agency status reviews
- Securing and managing grants and other sources of funding for the program, including:
 - Writing and submitting grant applications
 - Time keeping and invoices in cooperation with supervisor
 - Procurement of contracted services (archaeology)
 - Writing and submitting required reports
- Serving as the main point of contact for the CREP program in Coos and Curry Counties
 - Contributing to partner strategies and meetings
 - Daily contact and communication with USDA partners
 - Identifying opportunities to leverage state or federal investment in voluntary resource protection
- Securing and maintaining the required NRCS certifications and authorizations
 - Attending NRCS training sessions offered within Oregon
 - Working toward NRCS Oregon Planner certification
 - Attaining NRCS Job Approval Authority for frequently used practices including Fence, Access Control, Vegetation management, Riparian Forest Buffer, Structures for Wildlife, Upland Wildlife Habitat Improvement, others
- Developing and maintaining strong relationships with agencies and other organizations and groups that conduct or support agricultural water quality protection and riparian restoration

- Other duties as assigned

Required Skills/Experience:

- Bachelor of Science in a Natural Resource field – preferably with an emphasis that relates to resource management (e.g. Agribusiness, Water Quality, Agronomy, NR planning, Soils, Forestry, etc.)
- A minimum of 2 years' professional work experience that demonstrates independent judgment and customer service, *or* advanced degree pertinent to resource management.
- Experience initiating contact with people and handling sensitive or proprietary information
- Experience communicating with a variety of audiences (customers, grantors, agencies, general public)
- Working knowledge of ArcGIS or other GIS software and use of GPS devices
- Competency in office software applications (e.g., Word, Excel, etc.)

Preferred Skills/Experience:

- NRCS Certified Conservation planner or familiarity with NRCS planning procedures
- Agricultural, forestry, or other natural resources management experience
- Familiarity with agricultural concerns, farming practices, and economic constraints
- Knowledge of regional ecology including salmonid life histories and habitat needs, watershed processes, water quality issues, and native and introduced vegetation
- Experience with voluntary habitat conservation and restoration practices on private lands
- Familiarity with environmental regulatory requirements including wetland permitting, floodplain management
- Experience working on the southern Oregon coast or similar watershed systems
- Grant writing and project management experience

Additional Requirements:

- Must pass a federal background investigation for access to USDA computers, equipment, and offices
- Must hold a valid driver's license recognized by Oregon, with driving record and skills sufficient to obtain approval to drive government vehicles
- Must interact respectfully with members of the public with differing political, religious, and social views
- As a tenant in a federal office, must comply with the Hatch Act and other federal workplace regulations
- Willingness to become an NRCS Certified Conservation Planner
- Ability to traverse rough ground in all types of weather while carrying field gear
- Ability to work both independently and as part of a team
- Ability to acquire and maintain NRCS Job Approval Authority for riparian and wildlife restoration practices through on-the-job and in-classroom trainings

People who thrive in our organization function both independently and as a member of a diverse team in a collaborative work environment, and are self-directed, organized, and detail oriented.

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 NRCS office at 382 North Central Blvd, Coquille, Oregon. Occasional remote work access is also available. Field assignments will occur primarily on private lands throughout Curry County and Coos County. Work will take place in all weather on mountainous terrain, within stream corridors, and on ranchland. The Technician must have the ability and willingness to work in all weather conditions. Field work may include, but is 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. Regular, sometimes daily, travel to sites throughout both counties is required. Field work will include occasional visits to Douglas County to support additional CREP projects if Coos-Curry workload permits. Training opportunities are typically within Oregon and may entail overnight hotel stays.

Curry SWCD 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, Curry Watershed Partners strive 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 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
- Six paid holidays
- Flexible Schedule
- Occasional remote work access

Application Process

At the time of application, the 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 our District Manager, liesl.coleman@currywatersheds.org
- By mail to Curry SWCD; Attn: Liesl Coleman; PO Box 666; Gold Beach, OR 97444
- In person at the CWP office located at 29286 Ellensburg Avenue; Gold Beach, OR
- In person at the NRCS office located at 382 North Central Blvd, Coquille, OR

Selection Criteria and Process:

The job announcement will remain open until filled. **Applications received by 5:00 p.m. on Friday, November 14, 2025 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 CREP partners interview panel. Note: travel costs to participate in an in-person interview, if scheduled, will be at the candidate's own expense
3. References contacted and an offer extended 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 Liesl Coleman: liesl.coleman@currywatersheds.org 541-247-2755 ext 0.

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



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.