



Job Announcement

Position Title: Monitoring Coordinator

Reports to: Executive Director

Status: Full-time (FSLA non-exempt)

Compensation: \$30.00 per hour, plus benefits

Application Deadline: First review of applicants on February 10th. Open until filled.

Application:

To apply, either (1) complete a Cardinal Employment Services Application (cardinal-services.com), noting the position title (Monitoring Coordinator); or (2) email coordinator@siuslaw.org with "Monitoring Coordinator Application" as the subject line and application materials as attachments. Please include a cover letter and resume. Questions may be directed to Tim Moffett at coordinator@siuslaw.org.

The Siuslaw Watershed Council (SWC) is an equal opportunity/affirmative action employer – we recognize the historic and present-day disenfranchisement of people in communities of color, indigenous people, people from working class backgrounds, women, LGBTQ+ people, and other marginalized communities. We are committed to increasing representation from marginalized communities in our work and encourage all qualified candidates to apply.

About the position:

As a component of the Siuslaw Coho Partnership (SCP)'s Focused Investment Partnership (FIP) initiative, we will implement restoration project effectiveness monitoring directed by an existing monitoring plan. The primary role of the Monitoring Coordinator in their first year of employment will be to develop a monitoring framework in accordance with the monitoring plan and the Siuslaw River and Coastal Lakes strategic action plans, which will guide our efforts throughout the duration of the FIP initiative and beyond. Additionally, various SCP partners regularly collect pre- and post-treatment monitoring data, including aquatic habitat inventory (AQI) and water quality, which will continue to be collected throughout the monitoring framework development phase. The monitoring plan covers all restoration strategies in the SCP's strategic action plans, across the SCP's priority geography. All monitoring efforts will be advised by OWEB, the SCP's FIP Technical Review Team, and the SCP's Monitoring Committee, which include representatives of the SWC, Siuslaw Soil and Water Conservation District (SSWCD), Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians (CTCLUSI), McKenzie River Trust (MRT), and the Confederated Tribes of Siletz Indians (CTSI). All organizations represented are core partners in the SCP and offer complementary areas of expertise in our effectiveness monitoring efforts.

This position also performs the necessary functions to implement monitoring, technical assistance, outreach, and stakeholder engagement projects under the general direction of the SWC Executive Director. The Monitoring Coordinator is responsible for securing and managing

grant funding to support the projects they manage, and the ability to acquire funding is tied directly to the sustainability of this position beyond the currently secured funding. This position will be based primarily out of the SWC office in Mapleton, Oregon and throughout the Siuslaw and Coastal Lakes watersheds.

Essential Job Duties:

1. Work in close collaboration and facilitate regularly scheduled meetings with the SCP Chair and Vice-Chair, SCP Monitoring Committee, FIP Technical Review Team, and other coastal FIP partnerships throughout the development of the monitoring framework.
2. Serve as point-of-contact and steward for multiple databases and data types. Integrate and analyze internal and external data sources (wetland, estuary, freshwater, fish habitat, etc.). Centralize and maintain databases and standardize data collection methods, organized database storage and stewardship methods, and analytical methods.
3. Collaborate with the SWC Executive Director and SCP Project Managers to support and supervise field data collection and to provide quality control to ensure high quality, reputable results.
4. Supervise and schedule monitoring technicians (and occasionally restoration technicians).
5. Work directly with Project Managers and the Restoration Crew to coordinate allocation of resources to projects.
6. Identify monitoring needs and opportunities; write grant proposals to fund projects; implement projects; track project budgets; coordinate with grantors, partners, and landowners; report on outcomes.
7. Participate in occasional restoration project meetings and site visits to represent a monitoring perspective and to scope project-specific monitoring needs.
8. Coordinate with SWC Financial Manager to submit funds requests to grantors, plan annual budgets for projects and staff, and submit financial reports.
9. Coordinate with granting agency staff, grant program officers, and regional representatives to ensure compliance with grant requirements and successful project completion.
10. Work with contractors to accomplish programmatic objectives.
11. Attend SCP and SWC meetings to present program updates.

Auxiliary Job Duties:

1. Assist with SWC programs such as Exploration Camp, Native Plant Distribution, and smolt trap monitoring.
2. Present monitoring project information to the SWC Board of Directors and to community, youth, and technical audiences. Write articles describing projects for the SWC newsletter. Provide project summaries, photographs, and other outreach information to Council outreach staff.
3. Recruit and manage volunteer assistants in monitoring activities to meet project objectives and offer opportunities for community engagement and education.
4. Identify skillset deficits and relevant training opportunities for program personnel.

Qualifications:

The Monitoring Coordinator position requires a combination of technical and interpersonal skills. The successful applicant will demonstrate a combination of success in similar positions, relevant training and education, and extracurricular and non-professional experience that aligns with the SWC mission.

Education:

- Master's degree in fisheries, ecology, hydrology, or related field with quantitative research and data management and analysis experience. The master's degree requirements may be substituted with a bachelor's degree and experience leading natural resource monitoring programs.

Required Skills & Abilities:

- Two years of work experience in natural resources research, monitoring, and conservation planning. Fisheries and coastal natural resource experience is desired.
- Experience leading the design and/or implementation of monitoring programs or other science-based natural resource research projects.
- The ability to manage complex projects with a variety of partners and meet deadlines is essential.
- Excellent written and verbal communication skills, including experience with scientific writing for multiple audiences including academic, conservation, and the general public.
- Ability to work both independently and as part of a team.
- Strong project management skills, including but not limited to setting and implementing goals and objectives, effective time management, contract and grant management, developing collaborations with other organizations, developing public awareness activities, preparing reports, etc.
- Knowledge and appreciation of the people, values, and current conservation issues of the region.
- Proficiency in Microsoft Office Suite (or similar software).
- A positive attitude and flexible approach to work, with a willingness to take on new tasks and projects as needed.
- Problem-solving and decision-making skills, with the ability to provide attention to detail.
- Valid driver license and use of a personally-insured vehicle for travel is required.

Desired Skills & Abilities:

- Experience analyzing large and multi-faceted datasets using sophisticated statistical methods.
- Demonstrated experience with grant writing.
- Knowledge of salmonid life histories and habitat needs, watershed processes, water quality issues, and native and introduced vegetation.
- Proficiency in ArcGIS or other spatial analysis software.
- Proficiency in a statistical programs (R, Python, or Matlab).
- Ability to engage in strenuous outdoor activity, carry field equipment, and endure outdoor field conditions including cold and wet winter weather and extreme heat.

Physical Requirements and Working Conditions:

1. Required to work on a computer for prolonged periods.
2. Required mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
3. Subject to indoor and outdoor environmental conditions. Requires hiking through rugged terrain (including wading in streams) and remote field sites.
4. Performs lifting, pushing, and pulling, which may be up to 50 pounds and is an infrequent aspect of the job.
5. On occasion, may be required to work late evenings, early mornings, and weekend hours.