



Job Opening – Restoration Projects Manager

Posted: May 16th, 2022

Application first review date: June 15th, 2022 - position open until filled

Location: Office located in Springfield, Oregon (Expected work within the Upper Willamette Basin)

Status: Salaried, exempt position (1.0 FTE, 40 hours/week)

Compensation: \$48,000-55,000/year

Benefits: Health insurance, generous paid time off, 10 floating holidays, parenting leave, & retirement plan

Desired start date: August 1st, 2022 (with flexibility)

Our Commitment to Diversity, Equity, and Inclusion

We believe that diversity, equity and inclusion (DEI) is essential to the success of the Middle Fork Willamette Watershed Council. We recognize that we are working within an inherited system built and founded on colonization and systemic racism. This system does not benefit everyone equally, so we are committed to doing the work of DEI every day. We strive to build relationships and understanding by connecting to communities, which include Indigenous peoples, People of Color, and different socio-economic groups. We believe that these relationships will build co-created values, beliefs, ideas, & leadership that will help the watershed & communities become more resilient and able to adapt to changing environments.

Position Summary

For nearly 25 years the Middle Fork Willamette Watershed Council (MFWWC) has worked at the confluence of ecological systems and local communities, bringing Tribes, local property owners, and community members together with local, state, and federal land management agencies to form a shared vision for a healthy watershed through habitat restoration and youth education. The MFWWC seeks an interdisciplinary, skilled, dynamic individual to join our team as the Restoration Projects Manager. The Restoration Projects Manager works independently and collaboratively with MFWWC staff and partners on community engagement, fundraising, and project management to support habitat restoration projects within the 865,000-acre Middle Fork Willamette watershed. This position also participates in regional collaborative groups, including the [Rivers to Ridges Partnership](#) and [Upper Willamette Stewardship Network](#), occasionally taking leadership roles for committees and regional strategic and project-level planning.

Duties and Responsibilities

Community Engagement

- Work with Tribes, agencies and public land managers, private landowners, nonprofit partners, and the general public to collaboratively plan habitat restoration projects
- Co-lead tours, presentations, public meetings, and site visits
- Document feedback from engagement activities and incorporate it into project plans

Administrative and Fiscal Responsibilities

- Research and identify funding opportunities and prepare grant proposals with other MFWWC staff
- Complete expense reports, collect, review and submit invoices for payment: accurately record and code time and mileage reports
- Actively participate in staff meetings and trainings

Project Design

- Collaborate with partners and community members to create innovative restoration designs and actions that restore ecological processes and function

- Lead technical team meetings to get expert feedback and cultivate project support
- Perform field surveys to understand site conditions
- Utilize ArcGIS and other mapping and design tools to develop conceptual designs
- Work with consultants to develop and deliver necessary project design elements

Project Management

- Manage grant, project budgets, process invoices from contractors, and complete and submit project reports
- Identify and acquire necessary project permits and ensure adherence to permit terms
- Lead contracting process including RFPs, pre-bid meetings, bid review, and contract preparation
- Work with contractors, partners, and land managers to plan and schedule work. Oversee work, ensuring contractors adhere to designs, permit conditions, timeline, budget, and contract terms
- Coordinate and facilitate quarterly Restoration Projects Committee meetings
- Monitor effectiveness of restoration projects and distill and disseminate data for diverse audiences

Requirements

- Previous professional training or professional/lived experience in DEI
- Interdisciplinary understanding of hydrology and applied ecology, habitat restoration, floodplain dynamics, climate change adaptation/resiliency; ability to incorporate social perspectives into restoration work
- Impeccable written and verbal communication skills
- Interpersonal skills, including a commitment and ability to work with people from diverse backgrounds
- Position requires sitting, typing, standing, & carrying up to 40 pounds. Comfort in conducting field work, often in remote areas, including walking over uneven terrain and on steep slopes, wading through swift streams, and working in inclement weather. Travel on gravel roads is expected
- Familiarity with programs such as MS Suite, Zoom, Avenza, and Dropbox. ArcGIS experience strongly desired
- Valid Oregon driver's license, or willingness to obtain one, and reliable personal transportation (work-related travel reimbursed)
- Willingness to have a flexible work schedule

Key Attributes of a Successful Candidate

- Exhibits a personal and professional commitment to DEI, including exploration of power and privilege, and a willingness to self-reflect and experience discomfort in difficult and transformative conversations
- History of successful grant writing experience
- Values building and maintaining authentic relationships with MFWWC staff, partners, and the community.
- Enthusiasm for learning local natural and cultural history, values science and Indigenous knowledge
- A willingness and desire to learn new skills
- Ability to effectively plan and facilitate a meeting – both in person and virtually
- Wilderness First Aid certification or similar outdoor safety awareness strongly desired

We believe that white supremacy culture disproportionately impacts the most marginalized people in society — including Black people, Indigenous people, People of Color, people from working class backgrounds, women and LGBTQ+ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

To Apply

- Please submit a cover letter, resume, and three references in pdf format to Dov Weinman at dov@middleforkwillamette.org. In your cover letter, please describe lived and professional experience in ecological restoration, community engagement, and advancing DEI
- All emails - both application submittals and questions regarding the position - should have: "Restoration Projects Manager - applicant last name" in the subject line. Incomplete applications will not be accepted