



*Inspiring and supporting
voluntary stewardship of
the Marys River watershed.*

Job Announcement: Restoration Project Manager

Marys River Watershed Council (MRWC) is searching for a full-time Restoration Project Manager. The successful candidate will assist the MRWC Executive Director and MRWC Education and Restoration Program Director in developing, implementing, and stewarding restoration projects, focusing on coordination of in-stream and riparian restoration efforts, such as large wood placement, floodplain reconnection, and resolving fish passage barriers. This position will also assist with MRWC monitoring activities; write grant proposals; oversee contractors; and work with community members, landowners, funders, MRWC staff, and other partners to further MRWC's mission.

Reports to MRWC Executive Director with accountability to MRWC Education and Restoration Program Director

Status: At-will, full-time, exempt salaried position

Compensation: Range of \$50,000-\$65,000, commensurate with experience.

Benefits: MRWC offers a competitive package of medical, vision, and dental insurance, paid time off, and up to 3% retirement matching in a SIMPLE IRA.

Location: This position is based out of the Marys River Watershed Council office in Corvallis, Oregon. The position requires the successful applicant to be locally-based.

Recruitment Timeline:

Position posted – November 8, 2024

Preferred application deadline – December 3, 2024

Open until filled – Review of applications and interviews to begin immediately.

This job announcement may be used to fill up to two positions.

Why join the MRWC team: The MRWC team is a group of fun-loving, hard-working folks who care about the Marys River and those that call the watershed home. Other perks of the role include a dog-friendly workplace and the potential option of occasionally working remotely once the applicant has successfully acquired all the necessary skills and experience.

MRWC has embarked on an Equity, Diversity and Inclusion (EDI) journey, which includes Board and staff trainings and the development and application of an equity framework to our operations and programs. This position will participate in and help support this work. We believe that diverse perspectives strengthen an organization and encourage people with diverse backgrounds and life experiences to apply. MRWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status.

Position Duties and Responsibilities

Collaboration and Community Engagement Duties (20%)

- Collaborate with MRWC staff and contractors; landowners and land managers; community members; state and federal agencies; Tribal agencies; and other relevant partners to identify and develop restoration opportunities.
- Maintain communication through phone calls, emails, site visits, and all relevant methods.

Marys River Watershed Council Job Announcement: Restoration Project Manager

- Lead or co-lead tours, presentations, public meetings, site visits, and volunteer events at restoration sites, and support planning and implementation.

Project Design and Development (15%)

- Develop restoration actions in collaboration with landowners, land managers, and project partners.
- Conduct field surveys to assess and document site conditions and identify restoration recommendations.
- Use ArcGIS and other tools to document site surveys; draft design elements and project boundaries.
- Manage contracting processes including request for proposals (RFPs), bid review, selection, award and assist with contracts development.
- Work with consultants and contractors to develop and deliver designs; prepare permit applications and other technical assessments and documents with support from contractors.
- Manage procurement of project supplies, including native seed and plant species.

Project Management Duties (25%)

- Coordinate and schedule projects alongside all project partners, landowners, contractors, and MRWC staff. Communicate regularly and maintain strong relationships with all relevant partners.
- Oversee restoration projects from start to finish, including adherence to project design, schedule, budget, database and spatial mapping updates, and permit and contract requirements.
- Evaluate and document site conditions regularly. Ensure completion of data collection, photo-point monitoring, and other project monitoring tasks.
- Compile relevant information and prepare reports to meet grantor reporting requirements and to maintain MRWC's project database.
- Review invoices against contractor work performed and contract scope of work.

Project Resource Development and Grant Writing Duties (25%)

- Research and identify funding opportunities. Prepare and review grant proposals and project budgets.
- Participate in fundraising tours and events.

Monitoring Duties (5%)

- Lead the MRWC stream temperature monitoring program and other water quality monitoring efforts.
- Analyze monitoring data and review procedures for monitoring.

Other Duties (10%)

- Attend regular staff meetings, occasional MRWC Board meetings, and other partner meetings.
- Develop and update procedures for common tasks.
- Ensure regular file back-ups, proper file management, and maintain accurate administrative records for payroll, mileage, and expense tracking.
- Attend trainings, workshops, and conferences, as requested by ED and ERPD.
- Other duties as assigned by the ED and ERPD.
- Attend occasional evening and weekend activities in various locations nearby the watershed.

What we'd like to see

Please describe your skills and qualities; this is how we choose with whom to move forward. **Note:** We encourage applicants from all backgrounds to apply, even if you do not meet all of the qualities below.

- A holistic and interdisciplinary understanding of hydrology and applied ecology, including the ability to observe landscape processes and develop and implement habitat restoration that works to restore

Marys River Watershed Council Job Announcement: Restoration Project Manager

ecological process and function with a focus on aquatic, floodplain, and riparian habitats. This experience could come from any of the following:

- A related Master's degree with at least 2 years of relevant project management experience;
 - – or – A related Bachelor's degree with at least 3 years of project management experience;
 - – or – Four years of relevant project management experience.
 - – or – Six years of other lived experience (please specify in cover letter).
 - – or – Any combination of the above.
- A knowledge of Pacific Northwest ecology, and in particular, the Willamette Valley, is highly desired.
 - Excellent interpersonal communication skills, both verbal and written, is a requirement. This includes the ability to work and interact with community members of diverse backgrounds and perspectives in a courteous and professional manner.
 - Experience directing others – such as volunteers, staff, or contractors – is a major plus.
 - Proficiency with GPS tools and mapping software (such as ArcGIS) is highly desired.
 - Proficiency with Microsoft and Google Application programs, including Excel and Access, is required.
 - Familiarity with water monitoring procedures, HOBO loggers and other monitoring tools is desired.
 - Motivated, hard-working, ready to learn; ability to work independently and as part of a team.
 - Strong attention to detail, accuracy, and dependability. Ability to document and track project activities in an organized fashion.
 - Familiarity and comfort with a non-profit atmosphere is a plus.
 - History of successful grant writing is a major plus.
 - Experience of applying for and managing local, state, and federal permits is a major plus.

To Apply: Please submit the application materials below by email to recruit@mrwc.org with the subject line “MRWC Restoration Project Manager Application.”

- Resume, including phone and email contact information.
- Cover letter of no more than two pages, 11 or 12 point font
- References and a short writing sample will be requested of final candidates.

All emails related to the position – including questions and application submissions – must have “MRWC Restoration Project Manager” in the subject line. Failure to do this or to submit any of the required application materials may result in disqualification. This position is open until filled; we encourage early applications, as interviews will begin immediately.

Additional Position Details

- **Physical Condition Requirement:** Duties combine both indoor and outdoor tasks. Some physical exertion is required for this position, including the ability to wade stream channels negotiating logs, boulders and brush (chest waders and boots provided); walk over uneven ground; move 50+ pounds and use/operate MRWC tools and equipment. Outdoor work will occur in variable weather conditions. Work will be conducted on private and public lands.
- **Finalists for this position will be subject to a computerized criminal history, driving history and abuse background check.** Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position will be asked to provide 3 professional references,** including at least one reference from a previous supervisor. Adverse information from any reference will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position must have a valid Oregon driver's license** (or the ability to obtain one within 30 days of hire) and reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.

Marys River Watershed Council Job Announcement:
Restoration Project Manager

- **MRWC does not offer visa sponsorship.** Within three days of hire, the successful applicant will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

About Marys River Watershed Council: MRWC is a 501(c)3 watershed organization that works to inspire and support voluntary stewardship of the Marys River watershed. Formed in 1996, the Council partners with landowners to enhance and steward our streams, forests, and prairies, and we also partner with our local schools to provide outdoor education opportunities for children to learn more about Oregon's wonderful natural resource legacy. We have a small staff and we engage with an active group of volunteers, partners, and landowners to complete our mission and strategic goals. More information: www.mrwc.org.

Marys River Watershed Council is committed to equity as a core organizational value. MRWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity. The MRWC believes that diverse perspectives strengthen an organization and encourages people with diverse backgrounds and life experiences to apply. For more information on the position, contact Holly Purpura, MRWC Executive Director, at 541-758-7597 or at Recruit@mrwc.org