



River Restoration and Invasive Species Program Coordinator

Closing Date: Open until filled

Reports to: Executive Director

Status: At-will, non-exempt position

40 hours per week; Monday – Friday; 8:30 am to 5 pm, with occasional longer field days, evening meetings, and weekend events

Pay Range: Starting at \$20 – \$24/hr (\$41,600 - \$49,920 per year) DOE, plus highly competitive benefits package including medical/dental plan, employer-paid retirement contribution, and life insurance

Location: Corvallis, Oregon

About the Benton Soil and Water Conservation District (BSWCD)

BSWCD is a special district governed by an elected Board of Directors and supported through a property tax levy, grants, and other local, state, federal, and private funds. District employees (6 FTEs) engage Benton County residents in the conservation and stewardship of natural resources by providing educational, technical, and/or financial assistance. Our annual operating budget is approximately \$950,000. We work collaboratively with a diverse array of knowledgeable and dedicated partner organizations, landowners, and volunteers to achieve our mission. BSWCD is committed to fostering a work environment that is inclusive, collaborative, and welcoming. We embrace diversity and apply an equity lens to our programs, policies, and practices.

POSITION DESCRIPTION

General Position Summary

The River Restoration and Invasive Species Program Coordinator (RRISPC) for Benton Soil and Water Conservation District works with local landowners and a variety of conservation partners and technical experts to assess, prioritize, and coordinate stewardship activities along the mainstem Willamette River. This person coordinates Benton SWCD's invasive species program and provides support to other initiatives in collaboration with team members and partners.

Essential Functions (*% are estimates to demonstrate general distribution of work and may be adjusted during annual reviews; may vary according to project deadlines, etc.*)

1. Willamette Mainstem Coordination (60%)

- Coordinate and support stewardship activities along the mainstem Willamette; engage and work with partners to identify and address local resource concerns. (Partners include local residents/landowners, local, state and federal agencies, watershed councils, non-profit organizations, and others.)
- Facilitate communication and cooperation among partners; help establish a mainstem partnership network.
- Plan, coordinate, and facilitate meetings, workshops and other events for outreach and information sharing with various Willamette River stakeholders.
- Engage partners in assessment, interpretation, prioritization, and coordination of implementation strategies.
- Secure and track landowner agreements; respond to landowner requests for assistance.
- Develop RFPs; select contractors; draft and manage contracts and other agreements.

- Coordinate the work of contractors, volunteers and others conducting vegetation and habitat assessment and/or implementing invasive species control; assist in developing invasive species management strategies.
 - Manage data, including GIS data development; report, map, and track landowner agreements, assessment data, treatments, etc.
 - Project development: identify needs, develop ideas for projects, and utilize partnerships as appropriate.
 - Write grant proposals to obtain funding to achieve program objectives and strategies. Identify funding sources and project match. Responsible for successful implementation of grants and projects. Grant administration: oversee and track timelines, deliverables, expenditures and budgets; write project reports; monitor and share results; evaluate project success.
 - Serve on technical and advisory committees.
- 2. Invasive Species Program Lead (approx. 20%)**
- Coordinate Benton County Cooperative Weed Management Area (CWMA); lead CWMA meetings; help develop funding and outreach strategies; help secure funding.
 - Respond to landowners' requests for information about invasive plants; utilize appropriate staff and other expertise. Help landowners develop strategies for managing invasive plants on their land.
 - Receive and verify Oregon Invasives Hotline reports in Benton County.
 - Develop and distribute identification aids/materials as needed.
 - Develop and/or participate in education and outreach efforts, including workshops, events and tours related to natural resource issues and invasive species in particular.
 - Hold volunteer trainings and offer/coordinate volunteer weed removal events.
 - Give weed talks to groups and clubs.
 - Provide technical assistance to Benton SWCD staff, local landowners and other partners to identify and address invasive species in Benton County.
 - Manage Inter-governmental Grant Agreement (IGA) with Benton County Public Works and ensure fulfillment of IGA requirements.
- 3. Organizational Support (approx. 15%)**
- Assist with, attend, and participate in staff and board meetings and other events as designated; provide monthly staff reports and timesheets.
 - Support planning processes as needed, including Annual Budget, Annual Work Plan, and Strategic Plan.
 - Assist with inventory selection and vendor communications for Native Plant Sale.
 - Promote the role of BSWCD in the community; develop positive relationships and partnerships; represent BSWCD as needed, at meetings and events, on committees, etc.
 - Manage and maintain equipment.
 - Support diversity, equity, and inclusion (DEI) work of BSWCD: actively work to build partnerships and trust with underserved communities and those facing disparities.
- 4. Professional Development (approx. 3%)**
- Pursue professional development opportunities to stay current on DEI topics and natural resource conservation science, issues, and management practices; attend conferences and trainings, as appropriate.
- 5. Other (approx. 2%)**
- Perform other duties as assigned.

Work Relationships

- Maintain strong collaborative and supportive work relationships with diverse BSWCD staff and board members.
- Facilitate inclusive community partnerships by attending meetings, networking, public event planning, and providing publicity.
- Develop and maintain cooperative relationships with local, state and federal agencies, non-governmental organizations, non-profits, volunteers, and diverse local residents to develop accessible and equitable projects and opportunities. Communicate to coordinate work and avoid duplication of efforts.

Scope of Supervision

This position does not have supervisory responsibilities. The River Restoration and Invasives Species Program Coordinator may be responsible for recruiting, training, assigning work, scheduling, and overseeing the work of volunteers, students, interns, consultants, and contractors.

Working Conditions and Physical Demands

This position requires work out-of-doors. Must be able to work in a variety of outdoor environments, sometimes in adverse conditions. Must be able to carry equipment and supplies and set up tables and displays at various events. This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office; working hours may include evenings and weekends. Travel for training may be outside the normal workday and may be as long as one week. Office work is required and includes working at a desk, using a computer, and standing at a table. Dexterity and hand-eye coordination are required. Must have the ability to lift 25 pounds.

The District maintains its status as an At-Will employer. The District requires satisfactory results for degree verification as appropriate. Investigation of criminal background and employment history will be conducted. A valid Oregon Driver's License, current auto insurance, and good driver record are required. If an offer of employment is made it will be contingent upon review and acceptance of the policies and procedures contained in the BSWCD Employee Handbook.

Minimum Qualifications

- Bachelor's Degree in natural resource management, biology, botany, agriculture, ecology, or related field
- 2-5 years of experience working for a natural resources agency, organization, or business.
- Project management experience.
- Computer proficiency in Microsoft Word, Excel, and PowerPoint. Expertise in ESRI ArcMap.
- Any equivalent combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.
- Must have a current Oregon Driver's License, vehicle insurance, and access to a personal vehicle to use for work purposes.

Other Essential Knowledge, Skills, and Abilities

- Excellent verbal and written English communication skills.
- Commitment to diversity, equity and inclusion principles.
- Ability to identify invasive and native plants and animals.
- Experience, knowledge, and interest in natural resources field work especially related to habitat restoration and invasive species management.
- Experience working with diverse community members and private landowners.
- Excellent social skills including networking, team work, and the ability to establish and maintain good working relationships.
- Grant writing/grant management experience including preparing and managing budgets.

- Ability to make engaging presentations, maintain emotional control during difficult exchanges, and negotiate with others.

Desirable Knowledge and Skills

- Spanish language speaker.
- Experience managing invasive aquatic plants.

Compensation

This full-time, non-exempt position is classified as a River Restoration and Invasive Species Program Coordinator. The pay range is \$20.00 – \$24.00 per hour to start, depending on experience and qualifications. Employee wages are paid once a month.

Benefits

The District offers a highly competitive benefits package including health and dental insurance; employee life insurance; participation in an employer-matched, tax-deferred savings plan; paid vacation; paid sick leave; 10 paid holidays a year; and opportunities for professional development and training. New employees are in an introductory period for their first six months of employment.

APPLICATION DEADLINE

Submit application as soon as possible since position is open until filled. Submit all application materials requested. Incomplete applications will not be considered. Faxes will not be accepted.

HOW TO APPLY

Submit all application materials below in hardcopy or electronic form:

- BSWCD job application form (found at www.bentonswcd.org) or obtain a paper copy at our office.
- Cover letter describing your qualifications for and interest in the position. Include a detailed narrative of your experience managing restoration projects and providing community outreach and education. Provide examples of how you have worked with diverse landowners and professional partners, and your experience with native and invasive plants. Please explain how you personally connect with the BSWCD mission, and the techniques you would use to be successful in this job.
- Resume (with your email address and phone number in the header).
- Two writing samples that you personally have written:
 1. Something that demonstrates your ability to convey technical information to professionals, such as other scientists or granting agencies.
 2. An example that shows how you communicate with diverse, non-technical audiences. Examples might include a flyer, blog post, brochure, etc.
- Three professional references, at least one of which is a past supervisor.

Send electronic submissions to: hcrosson@bentonswcd.org with the subject heading **RRISPC Application**. Please do not include attachments in the body of your email. Attach them separately as PDFs.

Mail hard copy materials to:

Attn: Holly Crosson
Benton Soil and Water Conservation District
456 SW Monroe Avenue; Suite 110; Corvallis, Oregon 97333

Finalists will be contacted for an interview. We will notify all qualified applicants when a decision has been made. Thank you for your interest in this position and for taking your valuable time to apply for a job with Benton Soil and Water Conservation District!

Equal Employment Opportunity

The Benton Soil and Water Conservation District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, age, national origin, disability, veteran status, or any other classification protected by law.