



Job Vacancy Announcement Restoration Ecologist Long Tom Watershed Council

Closing date: Friday, August 17, 2012
Process: Interviews will likely be conducted the weeks of Aug 20 and 27
Notification will be given approximately Sept 10
Starting Date: September 24

To Apply:

- Official applications must be submitted in both ways – 1) hardcopy mailed or delivered to: LTWC, 751 S. Danebo Ave. Eugene, OR 97402, and 2) electronic (PDF preferred) emailed to apply@longtom.org. All application materials must be received by 5:00pm on the closing date.
- Please note that an application only sent by email will not be considered.
- Please feel free to call with a question. Please note that questions will not be answered if sent by email, unless you cannot access the application.

Please send:

- Resume** - please include phone & email address in the heading.
- Three professional references** – Contact information, including phone number, and how you know them.
- Cover letter** of 2 pages or less, and 12-point font, that includes:
 1. Highlights of your knowledge, skills and abilities and cites past experience in describing what you would bring to this position, referencing the position responsibilities specifically;
 2. A description of your experience in working to restore upland habitats, or similar experience, as well as your experience with environmental monitoring; and
 3. A description of what approaches and techniques might be needed in working with private landowners, agency partners, and grant funders.

Interview Process & Security Clearance

Please note the interview process will likely include: a phone interview, an interview with multiple people (board, partners, and staff members), a skills test, and a second interview, likely in the field. Please note there will be a background clearance check due to our presence in a partnership office with the federal government.

Thank you for your interest, and for taking your valuable time to apply with us.

Dana Dedrick, Executive Director
541-338-7055

Long Tom Watershed Council Position Description

Restoration Ecologist

Reports to: Senior Restoration staff

Annual salary range: \$30,040 – \$41,200 (DOE)

Background

The Long Tom Watershed Council is a nonprofit organization serving the Long Tom River Watershed area in Lane and Benton Counties. The Council was formed in 1998 in response to a call for local voluntary restoration action as part of the Oregon Plan for Salmon and Watersheds, and has flourished ever since. Our mission is to improve water quality and watershed condition in the Long Tom River basin through education, coordination, consultation, and cooperation among all interests, using the collective wisdom and voluntary action of our community members. The Council is guided by a Board of Directors and has numerous active board and non-board committees, Council members, and volunteers. Paid staff includes an Executive Director, Fisheries Biologist, Restoration Ecologist, Urban Watershed Restoration Specialist, Operations Manager, and Fiscal Manager. The Council is grant funded from public and private sources on a merit and competitive basis, with an annual operating budget of ~\$350,000 and annual capital budget up to ~\$1 million.

General Description

The Restoration Ecologist is a part of the Council's small and highly productive Restoration Team. The Restoration Ecologist will design, implement, and monitor the effectiveness of projects to restore terrestrial native habitats, and continually develop the Council's restoration program. Target habitats include wet prairie, upland prairie, oak savanna, oak woodlands, and riparian zones. Project elements include landowner outreach, project development, partner engagement, grant writing and program-relevant fundraising activities, project implementation and establishment, budget management and contracting, monitoring, and reporting. The Restoration Ecologist tracks upland project budgets, and helps to staff the Technical Team. The Restoration Ecologist is responsible for pursuing and developing Council capacity to utilize other restoration tools such as ecosystem credits and federal programs, as well as identifying new grant opportunities. The Restoration Ecologist will analyze information on watershed issues and help to define courses of action, as well as update the Conservation Strategy in collaboration with other staff. The Restoration Ecologist is responsible for large scale projects and strategic contributions toward longer term watershed goals such as native species population recovery.

The Restoration Ecologist leads the integration of the Watershed Monitoring Program, which varies over time according to interest and need and currently includes restoration effectiveness monitoring, as well as the Cutthroat Trout Migration Study and Amazon Initiative water quality and pesticide monitoring. The Restoration Ecologist coordinates and ensures the stewardship of all projects. The Restoration Ecologist is responsible for providing some content for, and participating in, the Council's education activities. This is a full-time salaried position.

Duties and Responsibilities

Program Duties

Landowner Outreach – Identify, outreach, establish, document, and maintain landowner relationships on behalf of the Council. Utilize education techniques, specific data, field skills, and a consistent, friendly, and helpful presence to inspire private landowner learning and engagement in the Council’s work.

Restoration– Expand the Council’s portfolio of projects and collaborate with a range of partners to identify and implement restoration activities successfully. Anticipate, cultivate, evaluate, develop, and submit grants for potential projects of all types; secure partner and agency commitments; develop plans and/or secure restoration designs; identify potential risks; negotiate written agreements with landowners; write and manage state, federal and county permits for all project types; procure materials and supplies; select and manage contractors; help recruit and oversee volunteers; coordinate with landowners during all phases; assist with and/or oversee implementation; develop and implement all measures necessary for successful and effective restoration projects including invasive species work. Maintain restoration program information in Council’s databases and GIS systems. Provide GIS analysis and mapping. Collaborate with other Restoration Team staff to update and document methodology for project identification and prioritization. Follow proper contracting and reporting procedures.

Monitoring– Provide staff leadership to achieve an integrated watershed monitoring program. Monitor and document success, lessons learned, and further needs of all terrestrial project types. Oversee restoration effectiveness monitoring, including focused monitoring in three “model” subwatersheds. Identify and prioritize assessment and monitoring needs and secure partnerships, grants, and other means to achieve monitoring goals. Be responsible for data quality, data management, reporting and interpretation. Communicate past and future results of monitoring to Council members and partner organizations.

Stewardship– Inspect projects, develop maintenance plans, conduct maintenance inspections. Ensure that restoration investments are maintained to meet stated project goals.

Communication, Citizen Involvement and Education–Develop specific content for landowner outreach; contribute material for Council newsletters, website, and other outreach as requested; participate in Council meetings and events; give project presentations and tours; identify roles for volunteers in restoration program activities and support their involvement.

Restoration Team members will assist each other depending on the year’s work load. Other duties as assigned.

Organization Duties

Assist other staff members with projects to meet organizational goals. Provide feedback and technical support to enhance the quality of the Council's products and to facilitate staff and board members' ability to make progress toward the Council's goals. Identify resources and administrative needs required to complete projects. As requested, represent the Council professionally at various meetings, conferences, advisory committees, workshops and other public settings to forward goals and mission of Council. Prepare for and participate in all staff meetings. Attend Board and other committee meetings as requested; prepare and present information as requested. Supervise seasonal staff as assigned. Other duties as assigned.

Relationships with others

The person in this position has regular contact with fellow staff, volunteers and members of the public, and staff from agencies and other entities. LTWC employees represent the Council and act on behalf of the Executive Director when providing or receiving information, when scheduling and attending meetings and conferences, and when performing assignments. Employees in this position may deal with sensitive issues which require confidentiality, and the individuals involved must be handled with tact and diplomacy.

Supervision Received

Employees in this position are expected to achieve work with a high degree of independence after orientation and training is complete. Work is reviewed upon completion through regular informal meetings and in periodic performance reviews. Reviews will take into account achievement as well as standards of performance.

Supervision Exercised

Working with senior staff, select and supervise project contractors, seasonal employees, interns, and volunteers as needed or assigned. Establish nature of work and deadlines and ensure they are met. Propose and implement procedures to improve workflow and responsiveness. Propose ways to thank and reward people.

Qualifications

- Bachelors degree in environmental science, botany, biology, ecology or related field. Masters preferred.
- At least 2 years of experience with upland and/or wetland habitat restoration, including experience with project planning, contract development, permitting, construction/implementation oversight, budgeting, and reporting
- Experience with environmental monitoring including data collection, management, analysis and reporting
- Experience working with private landowners, and developing and maintaining relationships with partners
- Successful track record of securing grants, and securing contributions from project partners
- Experience with riparian restoration projects including tree planting and maintenance strategies

- Demonstrated proficiency with Microsoft Office, Excel, and PowerPoint; GIS skills
- Excellent verbal and written communication skills
- Professional skills including work planning, time management and organization and the ability to work effectively in multidisciplinary team situations
- Experience working in a nonprofit or other highly productive and self-motivating environment
- Knowledge of Willamette Valley upland and wetland habitats and restoration techniques preferred

Standards of performance

- Support and carry out the Councils' mission of using science, education and cooperation with the community to achieve watershed improvement, and celebrating others and their work.
- Perform job in a logical, orderly, and skillful manner with attention to accuracy and timeliness. Provide exceptional service internally and externally. Work well with subcontractors, vendors and clients. Maintain a high level of professionalism and communicate clearly, respectfully and completely. Be mindful of how work style may positively and otherwise affect others.
- Be adaptable to changes in workload and situations; accept work assignments that could require additional training.
- Accept and exercise supervision gracefully; understand roles and responsibilities of others in collaborative work.
- Respect and maintain confidentiality of issues. Execute work in conformance to applicable state and federal laws as well as organization and office policies and procedures.

Job Environment

Work will take place at the Council office in Eugene, which is based in the Wetlands Partnership Office, and throughout the 410 square mile watershed. Duties combine both indoor and outdoor tasks and require the ability to work long hours in the field and lift up to 40 lbs. A valid Oregon driver's license is required and the use of a vehicle at any time for transportation to project and meeting sites. Mileage is reimbursed at the State of Oregon rate. Some weekend and evening work required.

Remuneration

This is a salaried, full-time exempt position. Full-time is considered 40 hours per week. Compensation ranges from \$30,040 – \$41,200/year (DOE) and includes health, retirement, and paid time off benefits.