



## Job Announcement: Upper Willamette Stewardship Network Coordinator

*“Working with communities to care for land and water in the Upper Willamette.”*

---

### Announcement:

The Upper Willamette Stewardship Network (UWSN) is seeking applicants for a Network Coordinator who will support the UWSN’s efforts to engage communities in improving the health of a variety of habitats in the Upper Willamette Watershed. Position duties will focus on coordination of the UWSN, fundraising support, and engagement with other regional networks.

Posted: April 5, 2019

**Closing date: Friday, April 26, 2019 @ 5:00 pm**

Process: Interviews will be conducted in early May.

Starting Date: As early as mid-May, dependent on availability of chosen candidate

Status: Full Time Exempt

Compensation: \$40,000 - \$45,000 starting salary + benefits

Employer of Record: Long Tom Watershed Council

### To Apply:

- Please submit your application materials via email to [info@longtom.org](mailto:info@longtom.org).
- All application materials must be received by 5:00pm on the closing date.
- Late or incomplete applications will not be accepted.
- Please email questions about the position or hiring process to [info@longtom.org](mailto:info@longtom.org)
- **All emails - both application submittals and questions regarding the position - must have: “UWSN Network Coordinator - applicant last name” in the subject line.**

### Application Materials:

- **Resume** – include your phone, email address, and related experience
- **Three references** – contact information, including phone number and email address, and how you know them
- **Cover letter** of 2 pages or less, that includes:
  1. Highlights of your knowledge, skills, abilities, and past experiences in describing what you would bring to this position, referencing the position responsibilities.
  2. A description of what approaches and insights you might employ in working with a diverse watershed community, including rural and urban landowners, community members, partners, donors, and contractors

### Interview Process

Please note the interview process will likely include one or more in-person (or equivalent using technology if distance prevents in-person meeting) interviews with multiple UWSN staff.

# Job Announcement: Upper Willamette Stewardship Network Coordinator

## Position Description:

### Background

*The Upper Willamette Stewardship Network (UWSN) is committed to working with communities to care for land and water in the Upper Willamette.* The UWSN serves the geography of the Upper Willamette River and its tributaries and is currently comprised of the following core organizations:

- Coast Fork Willamette Watershed Council
- Friends of Buford Park & Mt. Pisgah
- Long Tom Watershed Council
- McKenzie River Trust
- McKenzie Watershed Council
- Middle Fork Willamette Watershed Council

Members of the UWSN implement land and water conservation and habitat restoration projects; lead youth and adult environmental education programs; and host community outreach events. Increasingly, projects and programs that have been developed by each organization are now being integrated across organizations and watersheds. The Network is dedicated to increasing financial and other resources for all of these programs, following a mantra of “growing the pie” for land and water conservation. The Network is dedicated as well to broadening participation in land and water stewardship across all members of the community.

The UWSN provides a means for collaborating effectively to maximize the public good provided by these efforts, while also helping each member organization sustain itself over time. The UWSN has made great strides in aligning around a shared vision and purpose for our combined service area, establishing a network structure, drafting and executing a signed MOU, successfully recruiting new funding for a regional collaborative effort, and coordinating efforts for additional funding on shared programs, as well as shared staff. Our outcomes will be strengthened by increased capacity to: engage in the necessary nurturing of the partnership, aggressively seek new shared resources, and think bigger together.

We have adopted the “Impact Network” model of collaboration. For more information about this collaboration model, visit the following resources:

- [newnetworkleader.org](http://newnetworkleader.org)
- [Stanford Social Innovation Review \(A Roadmap For Effective Collaboration\)](#)
- [converge.net](http://converge.net)

# Job Announcement: Upper Willamette Stewardship Network Coordinator

## General Description

The Network Coordinator (NC) will work closely with the partner organizations to coordinate the UWSN and provide fundraising support. This critical support will build new capacity in the UWSN, and by extension its partners, to be able to identify and capture opportunities as they emerge.

A valid driver's license and the use of a vehicle for transportation to work and meeting locations are required. Mileage is reimbursed at the State of Oregon rate. Work will take place at the Urban Waters & Wildlife Program Office in south Eugene), with occasional travel throughout the UWSN service area and Willamette Basin (Eugene to Portland).

## Remuneration

This is a salaried, full-time exempt position. Full-time is considered 40 hours per week. For the right candidate we may consider less than 40 hours if the candidate desires, but no less than 32 hours per week. Starting compensation will range from \$40,000 - \$45,000/year (DOE) and includes the following benefits:

- Health care: 75% of employee premium and 20% of dependent premium paid.
- Retirement: 8% 401(k) match.
- Paid time off: 10 days PTO plus nine paid holidays per year.

## Summary of Position Responsibilities

The Network Coordinator will fulfill the following roles (FTE allocations are approximate):

1. Coordinate the UWSN (0.4 FTE)
  - a. Coordinate weekly or bi-weekly convenings of UWSN members - agendas, minutes, keeping the conversations and momentum rolling
  - b. Convene ad-hoc committees/groups,(e.g., youth education; Diversity, Equity & Inclusion; stewardship fund, etc.) plus more inclusive gatherings of staff and board of member organizations, and partner organizations
  - c. Assist with facilitation of conversations around emerging and strategic opportunities for the UWSN members to align focus and resources around
2. Represent the UWSN in implementation of the larger Willamette River Network - a regional collaborative emerging from the sunseting Willamette River Initiative [[willametteinitiative.org](http://willametteinitiative.org)]. Encourage investment in upper Willamette projects and programs by this larger network. Serve as the primary point of contact to communicate clear, timely messages to and from members of the UWSN and others (0.25 FTE)
3. Lead fundraising efforts on behalf of the UWSN, including researching and pursuing funding opportunities for network operations, programs and projects (0.35 FTE)

## Qualifications & Experience

### Required

- At least two years of experience coordinating and facilitating across teams
- Demonstrated grant writing experience
- Education and/or equivalent experience in one of the following or related fields: business management, group coordination/facilitation, communication, or fundraising

## Job Announcement: Upper Willamette Stewardship Network Coordinator

- Experience working with diverse partners, such as NGOs, private landowners, government agencies, foundations, donors, and contractors; and a strong respect for diversity in knowledge types, viewpoints, and perspectives
- Demonstrated professional skills including work planning, time management, and organization; excellent verbal and written communication
- A commitment to advancing diversity, equity, and inclusion

### *Desired*

- Demonstrated success securing grant funding and/or donations
- Community engagement experience regarding environmental issues
- Understanding of the health of the Willamette River and its tributaries
- Experience with Impact Networks, or other relevant co-leadership models

*The Long Tom Watershed Council will serve as the employer of record for this position and is an equal opportunity employer. All qualified applicants will be considered for this position without regard to race, religion, color, sex, national origin, veteran status, class, or sexual orientation.*