



Position Description:	Urban Waters & Wildlife Partnership Coordinator
Status:	32 hrs/week (0.8 FTE), exempt
Compensation:	\$41,600 Salary
Administrative Supervisor:	Urban Waters & Wildlife Program Manager

Background

The Long Tom Watershed Council (LTWC) is a nonprofit organization serving the Long Tom River Watershed and Upper Willamette River Watershed in Lane and Benton Counties, an area approximately 450 square miles, mostly held in private ownership. LTWC was formed in 1998 in response to a call for local voluntary restoration action as part of the Oregon Plan for Salmon and Watersheds. Council history, mission, and program information is available on our website: www.longtom.org.

General Description

The Urban Waters and Wildlife Partnership Coordinator will support the work of the Urban Waters and Wildlife Partnership (UWWP) and the Trout Friendly Landscape Program. This program has been in existence since 2011 with a focus on reducing or eliminating pollution and runoff, improving water quality, and protecting habitat while promoting citizen engagement and knowledge. The Urban Waters & Wildlife Partnership is a more recently developed collaborative that has supported the expansion of the program throughout the Upper Willamette Watershed's urban and rural communities and is supported by a broad coalition of governmental and quasi-governmental entities, utilities, watershed councils, and others. These 13 entities are active in their support of the UWWP, assisting in decision making, fundraising, education, monitoring, and other programmatic aspects of the work.

The UWWP Coordinator will support and refine the existing infrastructure of meetings and subcommittees, along with funding and reporting assistance. This position will also support the Partnership in its growth and the development and refining of effectiveness monitoring, essentially working with partners to ensure that the Partnership is running smoothly, fulfilling its commitments, and achieving impact in line with Partners and Funders expectations.

The Council is also growing its literacy and engagement with the cultural contexts of stewardship, particularly pertinent to Tribal interests and Traditional Ecological Knowledge (TEK). Tribal sovereignty and partnerships, decolonizing, and DEI are central priorities to LTWC, and all program areas are expected to support, integrate, and enhance these efforts across all areas of our work.

Teaming and Support Structures

The UWWP Coordinator will work closely with the Urban Waters & Wildlife Program manager and Upper Willamette Stewardship Network (UWSN) Director who will provide mentorship and guidance along with other members of the UWWP. The larger Urban Waters and Wildlife Partnership meet every other month, while the implementation team meets monthly to check in on current priorities, provide mutual support, and ensure that activities are being carried out in accordance with planning. The

UWWP Coordinator will report to the Program Manager for administrative supervision tasks like timesheet approval and the UWSN Director for facilitation of annual evaluations. Operations and fiscal support is offered by the members of LTWC's operations team.

At LTWC we operate with organizational systems that allow for team-based accountability, individual autonomy, work-life balance, and structures that provide consistent expectations while allowing for flexibility as the needs of our work and of our lives naturally shift and evolve. Examples of this philosophy in practice include 360-degree annual staff evaluations, regular program team check-ins, cross-program collaboration, and support for staff-driven initiatives. LTWC also encourages employees to develop mentorship and peer-to-peer relationships with professionals from other organizations in the Upper Willamette Region.

Compensation and Benefits

This is a salaried, 0.8 FTE exempt position. Full-time is considered 40 hours per week (1.0 FTE), with 0.8 FTE 32 hours/week. Starting compensation will be \$41,600/year and includes the following benefits:

- Health care: 75% of employee premium and 20% of dependent premium paid.
- Retirement: 8% 401(k) contribution.
- Paid time off: 10 days PTO prorated based on start date plus 10 paid holidays per year
- Participation in Paid Leave Oregon
- Professional development: Continuing education and training are financially supported in alignment with organizational priorities, typically \$1,000 per year per staff person for training/conference fees and travel expenses.

Summary of Position Responsibilities

Partnership Coordination & Communication

Foster healthy relationships and a community of support among the UWWP Partners

- Build & maintain relationships with partners through regular communication & check ins
- Utilize inclusive and participatory methodologies for garnering partner participation

Convene, help to plan, and provide follow up for Partnership meetings

- Bi-monthly partnership meetings
- Monthly planning meetings of the implementation team
- All subcommittees (ex: Outreach, Monitoring, Equity, Operations & Maintenance)

Track planning, partner input, and decision-making from meetings

- Remind people of next steps, due dates
- Offer assistance to help them succeed, such as identifying next steps, or connecting them to materials & resources
- Assist with agenda development, find locations, snacks, meeting materials & support
- Track participation to understand partner enthusiasm

Presentations to and about the partnership

- Assist with the development of presentations

Project Prioritization, Monitoring & Evaluation

Use technology to track projects and progress

- Use work tracking tools to track progress, identify bottlenecks, and solve problems
- Project Prioritization management using GIS-linked database (data entry, mapping, etc)
- Annual updating and management of UWWProgram Indicator Portfolio tracking metrics for partnership success using select indicators established by partners
- Share monitoring data with partners and funders

Grants, Contracts & Funding

Applications

- Assist with and occasionally take the lead on grant identification and writing
- Coordinate with partners for Letters of Support
- Develop supporting materials as needed (graphics, maps, etc.)
- Proofread, coordinate reviewers, signatures

Management

- Support project planning in collaboration with partners
- Assist with project budgeting and expense tracking

Reporting

- Track the work of the Partnership in relationship to grant deliverables
- Create, organize, and utilize deliverables appropriately
- Grant reporting, oversight, and management

Administrative

- Timesheet, training, continued education
- Other duties as assigned, nothing in this job description restricts the supervisors' or organization's right to assign or reassign duties and responsibilities to this job at any time

Qualifications & Experience (at least 2 years professional experience)

Required

- Great communication (verbal and written)
- Listening, including giving and receiving feedback
- Self- motivated & organized, able to track multiple, complex workflows
- Experience in collaboration
- Embrace patience & flexibility
- Ability to communicate with a variety of stakeholders
- Experience with facilitation and leadership of collaborative processes
- Google suite, Microsoft Office Suite, Zoom, GIS, Adobe Acrobat Pro
- Database management

Desired

- Knowledge of stormwater topics (GSI, urban pollutants & prevalent water quality concerns)
- Familiarity with broad environmental topics related to watershed health and ecology
- Fiscal/budgetary abilities/experience
- GIS, ArcGIS, Google Earth, Adobe Creative Cloud

Note to applicants: We recognize that an individual's lived experience is a valued skill set and that people gain skills through a variety of professional roles, personal interests, self-directed learning, community roles, and life experiences. We are interested in finding the best candidate for the job, and we strongly encourage you to apply if you are interested in the position, even if you do not believe that you meet 100% of the qualifications.

Equal Opportunity Employer

LTWC prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, gender expression, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity conducted by the council. The Long Tom Watershed Council is an equal opportunity employer.

Statement on Our Commitment to Diversity, Equity, and Inclusion

At LTWC, we believe the health of the watershed is dependent upon the contributions of all people. LTWC recognizes the disproportionate impacts systems of oppression have on People of Color and Indigenous People. We believe the organization's strength depends on breaking down implicit, systemic inequities. We strive to create an inclusive and welcoming environment that grows our collective wisdom.

To Apply:

- Please submit your application materials via email to apply@longtom.org. **All application materials must be received by 5:00pm on the closing date (October 27, 2023).**
- Late or incomplete applications may be rejected.
- Please email questions about the position or hiring process to apply@longtom.org.
- All emails - both application submittals and questions regarding the position - must have "UWWP Coordinator" in the subject line.**

Application Materials:

- Resume** – Include your phone and email address
- Cover letter** of 2 pages or less, 12-point font, that includes:
 1. A description of how your knowledge, skills, abilities, and past experiences relate to the position responsibilities.
 2. A description of what approaches and insights help in working with a diverse watershed community, including rural residents, agricultural and forestry landowners, tribal community members, and restoration contractors.
- Three professional references** will be required for finalists – you can provide them now or later on in the process. Please provide contact information, including phone number, and describe your relationship with them.