

JOB ANNOUNCEMENT: WATERSHED COUNCIL COORDINATOR

TITLE:	Watershed Council Coordinator
EMPLOYER:	Tillamook Bay Watershed Council
OFFICE LOCATION:	Tillamook, Oregon (Potential to work from home within the County)
PAY RANGE:	\$35.00/hr. for 30 hrs./week, payable monthly, plus health insurance. Opportunity for an additional 10 hrs./week where the Coordinator secures additional grant(s) that include project management funds.
POSITION TERM:	Funding for this position is dependent upon successful biennial capacity funding grants from the Oregon Watershed Enhancement Board (OWEB) and other sources. Funding for this position is currently secured through June 30th, 2025.
SUBMISSIONS:	Applications will be reviewed beginning March 15, 2025. The position will remain open until it is filled.

ABOUT THE TILLAMOOK BAY WATERSHED COUNCIL

The Tillamook Bay Watershed Council (TBWC) is a 501(c)(3) nonprofit organization with a mission to build collaborative, voluntary partnerships with communities and landowners to protect, maintain and improve the health of the Tillamook Bay Watershed through on-the-ground restoration projects, outreach programs, and other community engagement activities.

GENERAL POSITION DESCRIPTION

The Coordinator will manage all operations of the TBWC, including the development of Watershed Council funding, development and maintenance of Watershed Council relationships, development of programs and projects, and strategic planning. The Coordinator will work with partners and community groups throughout the basin to build collaborative relationships and develop and manage restoration and conservation efforts within the watershed.

This position requires being able to work independently and as part of a team to support the work of the TBWC. The Coordinator will regularly meet and work with the Board of Directors to set workplace priorities and assist in making decisions on current issues. The Coordinator reports to and is supervised by the Board chair.

MINIMUM QUALIFICATIONS

- An associate or bachelor's degree in a natural resources field, environmental sciences, public administration, or community development is highly desirable. Relevant training and/or experience may be substituted for a degree.
- Related professional background in natural resource program management, community organizing and/or organizational development.
- Any equivalent combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.
- Computer proficiency in Microsoft Word, Excel, and PowerPoint.
- Must have a valid driver's license, vehicle insurance, and reliable transportation for work purposes.

OTHER ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Good people skills and the ability to communicate with diverse audiences across different social and political backgrounds.
- Experience with organizational development and management.

- Excellent written, oral and interpersonal communication skills.
- Ability to work independently, establish work priorities, and manage time effectively.
- Office management skills: maintain/update filing system, resource library, keep office organized.
- Ability to research funding opportunities and write successful grant proposals for Council activities and projects.

DESIRABLE KNOWLEDGE AND SKILLS

- Experience with social media and various audio/visual media production.
- Experience with budget preparation, expense tracking, and analysis.
- Experience developing and managing habitat restoration projects (riparian, in-stream, upland and/wetland) and familiarity with technical assistance programs is preferred.
- Experience with environmental data collection, management, analysis, and reporting.
- Project management skills including knowledge of and experience with contract development and oversight, project planning, budgeting, permitting, and reporting.
- Knowledge of Geographic Information System (GIS) and mapping.

JOB DUTIES

Organizational Management

- Assist the Council and partners in developing strategic plans, work plans, action plans, setting watershed priorities, and evaluating performance metrics.
- Build and maintain positive working relationships with landowners, natural resource organizations, community groups, watershed partners, local government, state and federal agencies, and interested citizens to facilitate projects.
- Recruit and manage a diverse board representative of community interests.
- Manage all aspects of project planning and implementation.
- Prepare and submit various reports on watershed activities and grant funds to the Council and other organizations.
- Organize and perform staff duties such as database management and other record keeping tasks, prepare for council meetings including draft meeting agendas, coordinate meeting minutes, and provide various reports for the council to review.

Community Engagement and Outreach

- Build community awareness of the work of the TBWC and facilitate volunteer recruitment and engagement.
- Develop relationships with local partners and community members to provide opportunities for engaging in watershed activities.
- Help organize, promote, and facilitate outreach and engagement opportunities.
- Promote TBWC activities and achievements through all avenues, including social media, radio, newspaper, etc.

Grant Writing and Project Management

- Research funding opportunities and write grant proposals for Council activities and projects.
- Secure all necessary funding, partners and permits for projects.
- Manage funds received by the Council, submit requests to grantors, and submit timely grant reports.
- Work closely with the Council's fiscal administrator on bookkeeping and budget development.
- Recommend policy, procedures or actions to the Board of Directors that will promote a healthy Tillamook Bay Watershed.

- Attend relevant conferences and training programs to increase skills and keep abreast of developments within the Oregon watershed council community.
- Keep the Council apprised of relevant meetings, hearings, policy changes, training opportunities, etc.
- Other duties as assigned.

WORK ENVIRONMENT & PERFORMANCE

Work shall be performed in both an office environment and in the field. Approximate allocation of time working in the office is 75%, with around 25% spent in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 30 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. The Coordinator is required to attend all council meetings, as well as other scheduled council activities. Travel, mostly local, is often required and mileage will be reimbursed.

Work shall be performed under the supervision of the Tillamook Bay Watershed Council Board chair. The employee shall receive general instructions regarding the scope and approach to projects and assignments. This position is subject to the Personnel Policies and Procedures, Fiscal Policy, Bylaws and all other TBWC policies. The Board of Directors annually reviews the employee's work to ensure that the determinations and decisions made by the employee are in compliance with TBWC's policies and procedures and overall performance expectations.

TO APPLY

Submit the following items to paul@tbnep.org with "Council Coordinator – your last name" in the subject line (e.g. Council Coordinator – Smith):

- **Cover Letter** (no more than 2 pages) describing your qualifications and interest in the position.
- **Resume** with current email address and phone number.
- **Three Professional References** with contact information.

Please use only PDF or MS Word for application materials.

The anticipated start date for this position is April 1, 2025.

EQUAL EMPLOYMENT OPPORTUNITY

The Tillamook Bay Watershed Council 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 the law.