



# APPLEGATE PARTNERSHIP & WATERSHED COUNCIL

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[www.apwc.info](http://www.apwc.info)

a 501 (c)(3) Nonprofit Organization

## EMPLOYMENT OPPORTUNITY

### HABITAT RESTORATION PROJECT MANAGER

Location: Ruch/Applegate, Oregon

Status: Part or full time position available

Compensation: \$22.50-\$30 per hour based on experience

Benefits: Sick Leave, Vacation, 5 Holiday Days off, and Health Care Stipend available after 3 month review

Reports to: Executive Director

Open: February 12 – until filled. Initial review of applications will begin on February 18, 2020

The Applegate Partnership, Inc., is a 501(c)3, organization whose mission is to promote ecosystem health across the Applegate watershed through stewardship, education and restoration carried out in partnership with landowners, agencies and other interested parties while contributing to local economic and community well-being. The Partnership is involved from start to finish in a wide range of large and small voluntary restoration projects throughout the Basin. We have also partnered with the Valleys of the Rogue Watershed Council to help develop and implement instream habitat, fish passage, and irrigation efficiency projects. Projects include fish passage, riparian restoration and livestock fencing, stream channel morphology, large woody debris placement, beaver strategy and upland forest health.

**Position Summary:** This position will aid in the management of current fish passage and habitat restoration projects, and will also identify and develop new projects, locate funding, submit grant proposals and manage all aspects of the restoration projects. This includes permitting, working with design engineers, contract management, post-project monitoring and final report preparation.

#### PRIMARY DUTIES

##### ***Project Management***

- Coordinate implementation of funded projects; develop and manage project timelines and budgets in cooperation with the Executive Director
- Coordinate and attend “design team meetings” for all projects, including co-managers, regulating agencies, engineers and local partners
- Acquire all necessary permits, landowner agreements and utility access for projects
- Conduct competitive bid processes; hire and supervise subcontractors – project engineer, construction contractor, etc. – under the direction of the Executive Director
- Responsible for supervision of contractors and vendors
- Manage or coordinate management of project construction inspection
- Coordinate post-implementation monitoring
- Track and report to administrative staff project costs, including “match”
- Prepare and publish final reports and recommendations as required by granting agencies
- Take before, during and after photos of project site to be maintained in project file
- Maintain up-to-date project database

### **Administrative Duties**

- Identify and develop new projects
- Identify funding sources
- Prepare grants
- Track billable hours, miles and expenses by project and report regularly to accountant
- Maintain project files consistent with internal policies
- Regularly report progress to Executive Director
- Attend regularly scheduled staff and Board meetings
- Obtain and maintain any necessary equipment and gear
- Assist in preparation and delivery of presentations and articles as needed
- Assist with special events, public relations and organization publications as needed
- Other duties as required

### **QUALIFICATIONS AND KNOWLEDGE/SKILLS REQUIRED**

- A bachelor's degree in natural resources management, fisheries, hydrology, restoration ecology, watershed science or a related field
- Two years of experience in project management required with habitat restoration experience strongly preferred
- Understanding of the socioeconomic context of rural and agricultural land management
- Experience writing and managing grants, contracts and/or projects
- Experience preparing budgets and reports for grants and contracts
- Good organizational and problem-solving abilities
- Excellent verbal and written communication skills
- Working knowledge of GIS and Microsoft Office software required
- Familiarity with environmental permit application processes
- Ability to work as part of a team environment
- Demonstrate enthusiasm, integrity, and commitment
- Ability to manage personal workload, contracts and other project elements to complete projects on time and within budget
- Sufficient mobility to navigate uneven terrain, steep slopes, streams/creeks, marshy areas, and other field conditions
- Flexibility is required for attendance at evening and weekend meetings or events and at various locations and field sites
- Current Oregon driver's license (or ability to obtain) and personal vehicle for transportation (mileage reimbursed)

### **Application Procedure:**

Submit resume, detailed cover letter, and three professional references

to: (Emailed materials preferred) [janelle@apwc.info](mailto:janelle@apwc.info)

-or-

Applegate Partnership & Watershed Council

PO Box 899

Jacksonville, OR 97530

Writing samples may be requested from select applicants.