



# MidCoast Watersheds Council

*Watersheds of the Salmon River, Siletz River, Yaquina River, Alsea River, Yachats River, and Ocean Tributaries*

## **Job Description**

### **Outreach, Education, and Administrative Assistant for the MidCoast Watersheds Council**

#### **BACKGROUND**

The MidCoast Watersheds Council (MCWC) is a non-profit group that has been working for 25 years with interested landowners on projects to improve riparian, stream, estuary, and water quality conditions and remove migration barriers to improve survival of salmon, steelhead, cutthroat trout, and lamprey. It has also worked to increase understanding about issues facing our watersheds, and has done policy work to try to address issues at a more systemic level. The MCWC is governed by a diverse Board of Directors, seeks consensus on issues, and builds partnerships to get things done in a non-regulatory, cooperative manner. We work closely with partners such as ODFW, USFS, USFWS, Lincoln SWCD, Pacific States Marine Fisheries Commission, The Wetlands Conservancy, Audubon Society, and Lincoln County. The MCWC receives operational support funds from Oregon Watershed Enhancement Board and also seeks out and receives funds from OWEB, federal and non-governmental organizations to accomplish project work.

#### **GENERAL JOB DESCRIPTION**

The Outreach, Education, and Admin Assistant (Assistant) will provide support to the Watershed Council Coordinator (Coordinator) and Watershed Restoration Specialist to increase the quantity of high quality projects that can be accomplished. The ideal candidate has solid communication skills, is a strong writer, and will be able to assist staff in all aspects of outreach, education, and communications as well as accomplishing administrative tasks. Work is expected to begin in early July 2021.

#### **DUTIES AND RESPONSIBILITIES**

This position requires a highly motivated self-starter with demonstrated ability to work as a part of a productive and talented team. This position has great flexibility to increase responsibilities, roles and salary in all aspects of work the MCWC accomplishes. This position will work mostly in an office setting, but some work in the field or off-site is expected as COVID-19 restrictions ease. More specifically, the following are *examples* of the types of duties and responsibilities that the Assistant may be asked to undertake under the guidance of staff, with an estimate of time allotted for each category:

#### **ADMINISTRATIVE (estimated 40% of time)**

- Prepare materials for monthly and quarterly meetings; track attendance
- Prepare press releases and social media communications
- Maintain and update website regularly
- Maintain physical and digital files to meet administrative and fiscal needs
- Monitor and respond to phone calls, voicemails, other communications, be available to the public
- Coordination with Fiscal provider for check printing, coordination with signers for checks, mailing
- Checking PO Box/mail, scanning and sending invoices to Fiscal Provider

#### **OUTREACH (estimated 30% of time)**

- Arrange for speakers for monthly MCWC community meetings, Alsea Basin and Siletz WC quarterly meetings and seek out interested landowners for projects in those basins.
- Help recruit and engage volunteers in restoration work parties, conservation nursery work, in field tours, river clean ups and other events.
- Track volunteer hours, mileage, and participation in relation to specific grants
- Create outreach materials, including email newsletters, web, social media and printed content
- Perform grant research and grant writing for further outreach
- Help organize fundraising events and expand community outreach efforts
- Attend occasional evening and weekend activities in various locations.

## **EDUCATION (estimated 30% of time)**

- Assist and lead environmental education efforts
- Develop digital resources for educational programming and outreach efforts
- Engage a new generation in watershed issues, increase young adult turnout and engagement at events
- Coordinate with staff/students from Oregon Coast Community College, OSU Hatfield, charter schools, local high schools for monitoring field work, field trips, education events, etc.

## **Qualifications and Characteristics**

- Self-motivated individual who is adept at multitasking and working with deadlines
- Commitment to working with the community to improve the quality of local watersheds
- Strong proficiency with Microsoft Office required, particularly Word, Excel, and PowerPoint
- Proficiency with Google Suite applications
- Leadership ability and a commitment to promoting and enhancing diversity required
- Valid Oregon driver's license (or ability to obtain), reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.
- Document design and web design experience
- Excellent writing and communication skills, including experience in public speaking
- Comfortable working outdoors, in an office, and in partner/community meeting environments
- Ability to work a flexible schedule, some evening/weekend work required

## **Preferred Qualifications**

- Bachelor's degree or higher in a related field
- Prior work experience in high school, college and/or informal adult education
- Prior work experience in environmental restoration and environmental education
- Proficiency in ArcGIS (additional training can be provided)
- Proficiency in Adobe suite programs
- Knowledge of ecological principles
- Grant writing, event coordination, and fundraising experience

## **SUPERVISION RECEIVED**

The Assistant works under the guidance and direction of and seeks input from the Coordinator. Payroll requirements and fiscal aspects of the position are under the guidance of the Council's Fiscal Provider.

## **SALARY and BENEFITS**

Initial salary depending on experience \$18-20/hour. Good potential to increase Assistant salary in subsequent years through writing successful grants. In addition to paid legal holidays, workers compensation, and unemployment insurance, after six months the Council will provide annual leave, health insurance fund and personal/sick leave.

## **HOW TO APPLY:**

Please send the following documents as a single PDF to [trevor@midcoastwc.org](mailto:trevor@midcoastwc.org) with **Outreach and Administrative Assistant** in the subject line. Applications must be received by **5 PM** on June 4, 2021. (Position is open until filled).

1. A cover letter of no more than two pages describing how your work experiences have prepared you to successfully complete the position duties
2. A resume of no more than two pages
3. The contact information for at least three professional references. Also provide the *date* you would be available to start work