



MidCoast Watersheds Council

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

Job Description Habitat Restoration Specialist

BACKGROUND

The MidCoast Watersheds Council (MCWC) is an innovative and high energy non-profit group that has been working for 25 years to improve riparian, stream, estuary, and water quality conditions and remove migration barriers to improve survival of salmon, steelhead, cutthroat trout, and lamprey. With our agency and non-profit partners, we have completed \$104 M of conservation and restoration work and promoted awareness on Oregon's central coast, as documented in our recent [Celebration Document](#). To continue this legacy, we are looking for a self-directed, motivated, and organized person with good people skills to join our team to lead planting, invasive weed control, and nursery work, and to support and expand volunteer work and learning opportunities.

The MCWC is governed by a diverse Board of Directors, seeks consensus on issues, and builds partnerships to get projects completed in a cooperative manner. We work closely with federal, tribal, state and local agency and non-profit partners to develop, fund and accomplish our work.

GENERAL JOB DESCRIPTION

The Habitat Restoration Specialist (Specialist), with the support to the Watershed Council Coordinator (Coordinator), will lead the implementation, maintenance, and monitoring of high-quality riparian and floodplain restoration projects. The ideal candidate is experienced in restoration work, landowner communication, field crew supervision, is a good writer, and will be able to lead in all aspects (with substantial guidance from the Coordinator, initially) of project management, and communications as well as accomplishing administrative tasks. The position includes abundant opportunities to learn and increase responsibilities and roles in project development and grant writing.

This position offers a great opportunity to become part of the MCWC's proud tradition of restoration and conservation, as well as to be a part of the vibrant central coast community. This position is based in Newport, OR.

DUTIES AND RESPONSIBILITIES

This position includes work both in the office and a field setting to restore and enhance streamside, floodplain and wetland conditions. More specifically, the following are examples of the types of duties and responsibilities that the Specialist may be asked to undertake under the guidance of the Coordinator, however, final duties and roles are dependent on experience, qualifications, and skills:

WATERSHED RESTORATION PROJECT MANAGEMENT (est. 70% of time)

- Manage ongoing watershed restoration projects
 - work independently or with contractors and agency partners to assure that project requirements and timelines are followed.
- Help develop new projects
 - Create planting plans including species selection, planting density and layout, material procurement
 - Landowner outreach to identify new projects in prioritized areas.
 - Prepare maps and perform basic analysis using ArcGIS
 - Assist with grant applications
 - Write and present reports regarding ongoing and completed work.
- Lead the Restoration Field Crew
 - Manage 2-3 person field crew to accomplish restoration project goals including hiring, training,

- scheduling, time tracking, and ensuring time and materials are used effectively
 - Physical labor may involve planting, fencing, and carrying up to 40 lbs of equipment and materials including during inclement weather and on uneven ground.
 - Manage field gear and materials: keep inventory, anticipate future needs, and order materials
- Nursery Operations
 - Co-manage MCWC side of nursery operations including overall site management, plant inventory, irrigation system management, propagation efforts, and disease mitigation measures
 - Manage seed collection and purchasing; plan, and facilitate collection events, process and track materials. Keep inventory of seed, and purchase bulk quantities as needed.
 - Work with existing and seek out new partners and collaborators to further scope and success.
- Volunteer Coordination
 - Plan, coordinate, and lead volunteer work party actions
 - Help retain and grow the volunteer work parties for restoration, conservation, and nursery work, as well as for field tours, river clean ups and other events.
 - Track volunteer hours, mileage, and participation in relation to specific grants
- Monitoring
 - Photo and condition monitoring on current, past, and future sites
 - Organize and complete survey and monitoring work that may include: water temperature, eDNA sampling, habitat assessment.
 - Supervise field crews, interns, and others as needed to complete monitoring tasks

OUTREACH (estimated 15% of time)

- Participate in monthly Community Meetings and other community/outreach events
- Work with Outreach and Education Specialist during education events, including work parties and field trips, and with local high school and youth groups

ADMINISTRATIVE (estimated 15% of time)

- Track time, mileage, and accrued costs of the field crew
- Help maintain physical and digital files to meet project administrative and fiscal requirements
- Monitor and respond to communications, be available to the public

Qualifications and Characteristics

- Prior work experience in environmental restoration and crew management
- Self-motivated individual who is organized, adept at multitasking and working with deadlines
- Team player who will pitch in when necessary to help other team members
- Knowledge of ecological principles
- Volunteer coordination and public communication
- Strong proficiency with Microsoft Office required, particularly Word, Excel, and PowerPoint
- Excellent writing and communication skills
- Leadership ability and a commitment to promoting and enhancing diversity
- Bachelor's degree equivalent or higher in a related field
- 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.
- 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

- Proficiency in ArcGIS (additional training can be provided)
- Project development
- Grant writing and fundraising experience

SUPERVISION RECEIVED

The Restoration Specialist works under the guidance and direction of and seeks input from the Council Coordinator. Payroll requirements and fiscal aspects of the position are under the guidance of the Council's Fiscal Provider. Further trainings will be supported based on needs.

SALARY and BENEFITS

Initial salary depending on experience \$20-25/hour. Good potential to increase Restoration Specialist salary in subsequent years through demonstrated growth and success in roles listed above. In addition to paid legal holidays, workers compensation, annual leave, personal/sick leave, a monthly cell phone stipend and unemployment insurance, after six months the Council will provide retirement fund match. Health Insurance will be provided after three months of tenure.

HOW TO APPLY:

Please send the following documents as a single PDF to tom@midcoastwc.org with **Habitat Restoration Specialist** in the subject line. Applications must be received by **5 PM on January 12th, 2023**.

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. Please provide the *date* you would be available to start work
4. If selected for an interview, contact information will be required for at least three professional references