



Job Announcement:
Assistant Project Manager
Luckiamute Watershed Council

The Luckiamute Watershed Council (LWC) is accepting applications for a part-time Assistant Project Manager (APM). Primary duties of the position will be to assist the LWC Project Manager in developing, implementing, and stewarding restoration projects. The primary focus for the position is managing plant establishment and stewardship of riparian and floodplain forest revegetation and enhancement projects.

The LWC is a 501c3 tax-exempt nonprofit organization serving the Luckiamute and Ash Creek watersheds in Polk and Benton Counties. Our mission is to engage and assist landowners and communities in the voluntary protection, restoration and enhancement of the Luckiamute and Ash Creek watersheds. Visit our website to learn more: www.LuckiamuteLWC.org

Posted: March 13, 2020

Closing Date: Open until filled. Review of applications will begin on April 3, 2020.

Process: Interviews to begin in mid-April.

Target start date: Late April or early May, dependent on availability of selected candidate.

Location: LWC office, Independence, Oregon, some tele-commuting options are available

Reports to: Executive Director

Status: At-will, part-time, hourly (average 10 hours per week), non-exempt

The position will begin as 0.25 FTE with potential to grow in the future based on available funding and desired schedule.

Compensation: \$20 – \$22 per hour and up to 3% retirement matching after 90-day probationary period.

Primary LWC Contact: The Executive Director (ED) is the supervisor of, and primary point of contact for, the Assistant Project Manager.

The APM will also work closely with the LWC's contracted Project Manager and maintain regular and effective communications regarding project activities.

Job Duties and Responsibilities

Project Management Duties

- Evaluate site conditions regularly.
- Document site visits, project status, and contractor activities. Maintain a project activities database.
- Schedule, guide, and check contractor work.
- Assist the LWC PM with developing plant lists and securing planting materials for projects.
- Develop and maintain landowner relationships and project partnerships.
- Notify landowners at least 24 hours prior to LWC representatives (staff or contractors) entering properties, or ensure that notification is provided through other methods (e.g. LWC staff or volunteers).
- Survey for invasive weeds.
- Perform manual weed control with hand tools as needed and appropriate.



Job Announcement:
Assistant Project Manager
Luckiamute Watershed Council

- Support planning and implementation of volunteer events at revegetation sites (e.g. provide recommendations on site location, timing, target weeds, etc.).
- Assist ED and PM in development of projects, landowner recruitment, and grant writing.
- Review invoices against contractor work performed and contract scope of work.
- Assist ED and PM in budget tracking and oversight.
- Compile relevant information and prepare relevant portion(s) of reports to meet grantor reporting requirements.
- Conduct data collection, photo-point monitoring and other field monitoring tasks based on project type, project deliverables, and granting requirements.
- Maintain communications via appropriate methods such as phone calls, emails, site visits, and meetings with landowners, project partners, LWC PM, and LWC team members.

General / Organizational Duties

- Attend regular staff meetings, quarterly Project Review Committee meetings, and occasional LWC Board meetings as requested by the ED.
- Develop and update procedures for common tasks (e.g. reveg site assessments).
- Attend trainings, workshops, conferences, as requested by ED.
- Ensure regular file back-ups and proper file management.
- Maintain accurate records for payroll, mileage and expense reimbursements, and other documentation, as needed. Submit monthly reports, timesheets and quarterly reports on time.
- Other duties, as assigned by the ED.
- Attend occasional evening and weekend activities in various locations around or nearby the watershed.

Desired Qualifications/Characteristics

- Completion of post-secondary coursework in natural resource management, fisheries, botany, ecology, watershed science or other related field. Completion of bachelor's degree preferred.
- At least two years of relevant work experience in project management or the field of natural resource management.
- Knowledge of Pacific Northwest ecology (Willamette Valley a plus), native and invasive plants, and habitat types.
- Ability to identify invasive weeds of interest and use tools such as pruner, lopper, machete, and weed whacker to control grasses and target weeds.
- Experience working outdoors, with a preference for experience in watershed management, restoration, environmental monitoring, or a related area.
- Ability to navigate to project sites using maps, written directions, aerial photos and/or GPS equipment.
- Experience directing others – such as volunteers, staff, or contractors – to complete specific tasks; experience evaluating others' work for accuracy and completeness.
- Experience with mapping software, GIS, and GPS tools, especially ArcMap.



Job Announcement:
Assistant Project Manager
Luckiamute Watershed Council

- Proficiency with Microsoft Office program suite. Proficiency with spreadsheet software such as Excel or Smartsheets to track and manage information.
- Strong attention to detail, accuracy, and dependability. Ability to document and track project activities in an organized fashion.
- Ability to work with and interact with community members of diverse backgrounds and perspectives in a courteous and professional manner.
- Ability to handle confidential or sensitive information appropriately.
- Strong interpersonal skills.
- Excellent written and verbal communication skills.
- Motivated, hard-working, ready to learn; ability to work independently and as part of a team.
- Interest in technology and proclivity for problem-solving technical issues.
- Familiarity and comfort with non-profit atmosphere a plus, including an understanding of the high commitment level, deadlines, budget restrictions, and team atmosphere.
- 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.

Physical Condition Requirement: Duties combine both indoor and outdoor tasks. Some physical exertion is required for this position, including the ability to move 40+ pounds and use/operate LWC tools and equipment. Outdoor work can occur in variable weather conditions, often on uneven ground or in stream channels. Work will be conducted on private and public lands.

Position Details: The position is not eligible for medical benefits. After a 90-day probation period, the position is eligible for SIMPLE IRA matching retirement plan benefits up to 3% match. The position is primarily funded through grants and other funding sources include donations, partner contributions, and contracts. Paid time off (PTO) will be accrued proportionally to the hours worked per the guidelines of the LWC Personnel Policy. Schedule is flexible. Some evening and weekend work may be required.

Equal Opportunity Employer: The LWC is an equal opportunity employer and prohibits discrimination on the basis of race, color, national origin, age, disability, sex, gender identity, sexual orientation, religion, political beliefs, income status, marital status, or familial or parental status in employment in any program or activity. The LWC believes that diverse perspectives strengthen an organization and encourages people with diverse backgrounds and life experiences to apply.

To Apply:

- Please submit an application via email to director@LuckiamuteLWC.org. Please email all materials as a single PDF document attachment. Include your last name in the name of the file, for example *Smith_AssistantPM.pdf*
- The position is open until filled. Review of applications and scheduling of interviews will begin on Friday, April 3, 2020.



Job Announcement:
Assistant Project Manager
Luckiamute Watershed Council

- Please email questions about the position to director@LuckiamuteLWC.org
- All emails related to the position – including questions and application submissions – must have the email subject: *Assistant Project Manager*

Application Materials:

- Resume, including phone and email contact information
- Cover letter of no more than two pages, 11 or 12 point font
- Three professional references – including phone number (and email if available), and how you know that reference

Hiring Process: LWC staff, PM, and selected Board members will begin reviewing applications on April 3, 2020. The hiring process will include an in-person interview with a panel of multiple LWC staff, PM, and board members. Interviews will likely begin in mid-April. If distance prevents the candidate from meeting in-person, the interview may be conducted over video conference. There may be additional follow up conversations after the initial interview. Target start date, dependent on applications received and availability of selected candidate, is late April or early May.