



Job Announcement:
Monitoring Coordinator
Luckiamute Watershed Council

The Luckiamute Watershed Council is recruiting a full-time Monitoring Coordinator (MC). This position manages all aspects of the Luckiamute Watershed Council's (LWC) monitoring activities (for around 75% of the position's time), and, through a shared service agreement, also works as a contractor on the Marys River Watershed Council (MRWC) monitoring activities (for around 25% of the position's time).

Primary duties of the position are coordinating the temperature monitoring programs and project-specific monitoring on LWC and MRWC restoration projects. Responsibilities include managing and deploying data logger equipment, data collection, environmental sample collecting, coordinating and working with LWC staff and volunteers, communicating with landowners, funders, and partners, mapping monitoring stations, and data processing and analysis. The MC works closely with the Executive Directors (ED) for both watershed councils, Project Managers (PMs), Outreach Coordinators (OC), and in consultation with the Monitoring Sub-committee (MSC) for the LWC and the Monitoring Advising Committee to plan, design, and implement monitoring activities. The MC oversees data collection, data management, QA / QC measures, and data analysis and sharing.

Reports to LWC Executive Director with accountability to MRWC Executive Director

Status: At-will, full-time, hourly (average 40 hours per week), non-exempt

Compensation: \$27 per hour

Benefits: The LWC offers a competitive package of medical, vision, and dental insurance (for employees only), 11 floating paid holidays per year, paid time off, and up to 3% retirement matching in a SIMPLE IRA.

Location: This position is based out of the Luckiamute Watershed Council office in Independence, Oregon. At times, this position will also be working out of the Marys River Watershed Office in Corvallis, Oregon, and the position will also require travel within both the Luckiamute and Marys River watersheds. The position requires the successful applicant to be locally-based. The position could potentially have the option of occasionally working remotely once the applicant has successfully acquired all the necessary skills and experience.

Recruitment Timeline: Position posted on Wednesday, April 23rd. Review of applications and interviews to begin immediately. Position open until filled. Preference given to applications received before Sunday, May 11. Target start date, dependent on applications received and availability of selected candidate, is early to mid-June.

Job Duties and Responsibilities

Program Coordination – 30%

- Oversee LWC temperature monitoring program in coordination with LWC staff, Project Review Committee (PRC), Monitoring Sub-committee (MSC), and volunteers.
- Oversee MRWC temperature and flow monitoring program in coordination with MRWC staff, MRWC Technical Advisory Team and volunteers.
- Update and develop monitoring program procedures, protocols, and templates.

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- Communicate with landowners, LWC and MRWC staff, and volunteers about activities and program progress regularly via email, phone, and in-person meetings as needed.
- Organize the LWC MSC and MRWC Monitoring Advising Committee, including planning meeting agendas, minutes, and tracking action items.
- With the EDs, explore and establish partnership(s) to conduct an analysis of the LWC and MRWC full temperature monitoring dataset. Develop monitoring plans and lead program direction planning.
- Coordinate with Project Managers to conduct restoration project-related monitoring activities including photo-points, bed elevation monitoring, and other project-specific monitoring.

Data Collection – 15%

- Handle surface water temperature data loggers including pre- and post-deployment accuracy checks, logger deployment in the field, status checks, and data and logger retrievals.
- Collect surface water data including stream temperature, streamflow, and eDNA samples; handle samples, and determine sampling locations.
- Follow LWC and MRWC's Sampling and Analysis Plans (SAPs) and protocols. Revise and update SAP; work with Oregon Department of Environmental Quality (DEQ) staff for approval.
- Assist with external monitoring program work as needed, for example the Benton Soil and Water Conservation District water quality sampling.

Data Management and Reporting – 25%

- Maintain monitoring database and process data each year. Ensure data quality by adhering to monitoring and QA/QC protocols.
- Perform data entry of data collected in the field, such as field audit data.
- Use existing R scripts or your own methods to run QA / QC procedures and format data.
- Analyze data and summarize findings in written and verbal formats.
- Incorporate monitoring station locations and collected data into spatial data analyses.
- Oversee data submission per funder requirements and data sharing with landowners and partners.
- Present results to MSC and Monitoring Advising committees and other public presentations of results.

Data Visualization and Web Management – 5%

- Update and maintain the LWC Data Visualization web application and / or work with outside help (volunteer and / or contracted) to ensure site is updated and maintained.

Volunteer Management – 5%

- Train and oversee volunteers in monitoring-related tasks, at times in remote locations and difficult terrain. Schedule volunteer participation in monitoring activities.
- Work with LWC technical volunteers on visits to field sites, data entry, data quality control and analysis, and summarizing results.

Grant Writing / Fund Development – 10%

- Work with the ED to develop projects consistent with the LWC's priorities. Actively research potential funding sources (public and private). Develop grant applications, including project and program budgets.

General – 10%

- Attend regular staff meetings, quarterly PRC meetings, MSC meetings (2-3 per year), and occasional LWC Board meetings.
- Participate in and contribute to LWC's equity, diversity, and inclusion trainings and organizational efforts to advance this work.
- Manage watershed council GIS data
- Maintain accurate administrative records for payroll, mileage, and expense tracking.
- Help with non-monitoring project planning or completion
- Other duties, as assigned by the EDs.

Minimum Qualifications/Characteristics

- Experience with data collection and following protocols to ensure data quality.
- Experience managing large data sets.
- Experience using R/Rstudio to clean, organize, and analyze data sets. Ability to understand and run existing R script and troubleshoot as needed.
- Experience with GIS software, especially ArcMap or ArcPro.
- Experience working in the field, with a preference for those with experience in watershed management, environmental monitoring, or a related area.
- Ability to navigate to project sites using maps, written directions, aerial photos and/or GPS equipment or other software (e.g. Avenza Maps).
- Proficiency with Microsoft Office program suite, especially using Excel to manage data sets.
- Strong attention to detail, accuracy, and dependability.
- Ability to handle confidential or sensitive information appropriately and interact with landowners in a courteous and professional manner.
- Strong interpersonal skills. Ability to work with partners, community members, and volunteers of diverse backgrounds and perspectives.
- 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.
- Valid Oregon driver's license, access to reliable personal transportation with proof of car insurance, and ability to attend occasional evening and weekend activities in various locations. Work-related mileage will be reimbursed at the current State of Oregon rate.

Desired Qualifications/Characteristics

- Experience analyzing time series data and identifying trends.
- Experience writing R script.

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- Experience with Linux operating system and command line operations or using a hosted app service for website administration.
- Ability to develop, update, and manage online mapping and data visualization applications (incorporating use of HTML, Python, JavaScript, etc.).
- Knowledge of Pacific Northwest ecology (Willamette Valley a plus), native and non-native flora and fauna, and habitat types.
- Grant-writing and grant administration skills and experience.

Additional Position Details

- **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 and in stream channels. Work will be conducted on private and public lands; driving personal vehicle on gravel roads is common.
- **Finalists for this position will be subject to a computerized criminal history, and driving history.** Adverse background information will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position will be asked to provide 3 professional references,** including at least one reference from a previous supervisor. Adverse information from any reference will be reviewed and could result in withdrawal of a conditional job offer or termination of employment.
- **Finalists for the position must have a valid Oregon driver's license** (or the ability to obtain one within 30 days of hire) and reliable personal transportation with proof of car insurance. Work-related mileage will be reimbursed at the current State of Oregon rate.
- **LWC does not offer visa sponsorship.** Within three days of hire, the successful applicant will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.
- **COVID-19 Vaccination Requirement:** The LWC is committed to providing a safe, comfortable, and productive work environment for its employees. The LWC requires all staff to be fully vaccinated for COVID-19 and follow CDC guidance on boosters. Accommodations for exemptions will be provided as required by law.

The Luckiamute Watershed Council is committed to equity as a core organizational value. 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.

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Application Instructions:

Please submit all required application materials outlined below via email to operations@luckiamutelwc.org with the email subject line, "Monitoring Coordinator Application." Please email all materials as a single .PDF document attachment. Begin the file name with your last name, for example, "Harris_MonitoringCoordinator.pdf"

Required application materials:

- Resume of no more than two pages, including your phone and email contact information.
- Cover letter of no more than two pages. Include your lived, professional, volunteer, and educational experiences related to the position responsibilities and qualifications.

Please use no smaller than 11- or 12-point font; combined materials should not exceed 5 pages. Incomplete applications or materials submitted that do not follow the Application Instructions above will not be accepted.

Email questions about the position to operations@luckiamutelwc.org. To ensure prompt response, please use the email subject: *Monitoring Coordinator* for all emails related to the position – including questions and application submissions.

About the Luckiamute Watershed Council

The LWC is a 501(c)3 watershed organization staffed by a passionate, inter-disciplinary, lighthearted team who care deeply about the watershed community and ecological health in this corner of the mid-Willamette Valley. The LWC's mission is to engage and assist landowners and communities in the voluntary protection, restoration, and enhancement of the Luckiamute and Ash Creek watersheds, accomplished with the enthusiastic support of dedicated Board and committee members, volunteers, contractors, partners, and funders. Our work is guided by a Strategic Plan, Action Plan, technical assessments, monitoring data, and stakeholder input. Visit www.LuckiamuteLWC.org to learn more.