Announcement: Assistant Project Manager

Marys River Watershed Council (MRWC) is searching for a part-time Assistant Project Manager (APM). The successful candidate will assist the MRWC Education and Restoration Project Manager in developing, implementing, and stewarding restoration projects, focusing on 1) coordination of invasive treatment program; 2) coordination of plant establishment activities; 3) stewardship of native riparian and upland habitat revegetation and enhancement projects; 4) assistance with contract development and contractor oversight; and 5) temperature and water quality monitoring.

Reports to MRWC Executive Director, with accountability to MRWC Education and Restoration Project Manager

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 based on available funding and desired schedule.

Compensation: $22 – $24 per hour

Recruitment Timeline:
- Position Posted – May 8, 2020
- Open until filled – Review of applications to begin on May 22, 2020
- Interviews to begin – late May
- Target start date – early June, but with flexibility depending on successful candidate’s availability.

Location: This position is based out of the Marys River Watershed Council office in Corvallis. In response to COVID-19, all in-person business operations will be conducted following social distancing outlined in Governor Brown’s Stay Home Save Lives order. Telework options available on a case-by-case basis.

Position Duties and Responsibilities

Project Management Duties

- Develop and maintain landowner relationships and project partnerships.
- Survey for targeted invasive weeds.
- Schedule, guide, check, and document contractor work.
- Evaluate site and project conditions regularly, and document site visits, and project status.
- Help to maintain the Council’s project database and assist with project reporting and GIS mapping.
- Perform project implementation, including planting, plant protection installation and maintenance, and manual weed control with hand tools as needed and appropriate.
- Support planning and implementation of volunteer events at revegetation sites.
- Assist ED and ERPM in development of projects, landowner recruitment, and grant writing.
- Review invoices against contractor work performed and contract scope of work.
- Assist ED and ERPM in budget tracking and grant oversight 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, MRWC ERPM, and MRWC team members.
- Assist with monitoring program, including eDNA sampling, setup and deployment of temperature monitoring loggers, as well as other monitoring and sampling duties as needed.
General / Organizational Duties

- Attend regular staff meetings, occasional MRWC Board meetings, and other partner meetings as requested by the ED and ERPM.
- Develop and update procedures for common tasks (e.g. reveg site assessments).
- Develop and update procedures for monitoring program
- Attend trainings, workshops, and conferences, as requested by ED and ERPM.
- Ensure regular file back-ups and proper file management.
  - Maintain accurate records for payroll, mileage and expense reimbursements, & other documentation, as needed. Submit reports, timesheets and quarterly reports on time.
  - Maintain accurate geospatial data records as well as photopoint files and landowner outreach records.
- Other duties, as assigned by the ED and ERPM.
- Attend occasional evening and weekend activities in various locations around or nearby the watershed. Some examples could include occasional volunteer events, the MRWC Annual Celebration, and other occasional events and activities as needed and requested by ED and ERPM.

Qualifications and Characteristics

- Completion of post-secondary coursework in natural resource management, fisheries, botany, geosciences, watershed science or other related fields. Completion of Bachelor's degree strongly preferred.
- At least two years of relevant work experience in project management or the field of natural resource management.
- At least four years of relevant education and/or work experience in project management or the field of natural resource management.
- Experience and comfort working outdoors with a preference for experience in watershed management, restoration, environmental monitoring, or a related area. Experience working outdoors with tools such as gas powered weed whackers to control native grasses.
- Familiarity with water quality monitoring procedures.
- Ability to navigate to project sites using maps, written directions, aerial photos and/or GPS.
- 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.
- Proficiency with Microsoft Office program suite and Google Applications.
  - Strong proficiency with spreadsheet software such as Excel.
- 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. Strong interpersonal skills required.
- Ability to handle confidential or sensitive information appropriately.
- 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 (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.
Marys River Watershed Council Job Announcement: 
Assistant Project Manager

Preferred

- Familiarity with Microsoft Access.
- Ability to identify invasive weeds of interest and knowledge of Pacific Northwest habitat types, plants, and ecology (Willamette Valley) a plus.
- Familiarity with HOBO Temperature Loggers a major plus, but not required.
- Familiarity and comfort with a non-profit atmosphere is a plus, including an understanding of the high commitment level, broad range of duties, teamwork, deadlines, and budget restrictions.
- Spanish language capability is a major plus, but not required.

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 MRWC 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. 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 MRWC Personnel Policy.

Schedule is flexible. Some evening and weekend work may be required.

To Apply: Please submit the application materials below by email to recruit@mrwc.org.

- Resume, including phone and email contact information
- Cover letter of no more than two pages, 11 or 12 point font
- References and a short writing sample will be requested of final candidates

All emails related to the position – including questions and application submissions – must have the email subject: Assistant Project Manager

For more information on the position, contact Holly Purpura, MRWC Executive Director, at 541-758-7597 or at Recruit@mrwc.org

About Marys River Watershed Council: Marys River Watershed Council is a 501(c)3 watershed organization that works to inspire and support voluntary stewardship of the Marys River watershed. Formed in 1997, the Council partners with landowners to enhance and steward our streams, forests, and prairies, and we also partner with our local schools to provide outdoor education opportunities for children to learn more about Oregon’s wonderful natural resource legacy. We have a small staff of two employees and one AmeriCorps VISTA, and we engage with an active group of volunteers, partners, and landowners to complete our mission and strategic goals.

Marys River Watershed Council is committed to equity as a core organizational value. MRWC 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 MRWC believes that diverse perspectives strengthen an organization and encourages people with diverse backgrounds and life experiences to apply. For more information, visit www.mrwc.org.