



Announcement updated: 02/29/24

Application period: February 13 - March 26, 2024

JOB ANNOUNCEMENT

Title: Restoration Project Manager
Reports to: Executive Director
Status: 35 or 40 hours/week (your choice)
Starting Salary: \$30.00-\$32.50/hour, depending on experience (equivalent to a full-time salary range of \$62,400-\$67,600)
Benefits: Medical & dental insurance, 401(k) match, paid vacation/sick leave/10 holidays (includes 1 floating holiday)

WHO WE ARE

The Johnson Creek Watershed Council—JCWC—is a community of staff, board, and volunteers committed to restoring Johnson Creek and its watershed. As a community organization, we accomplish our restoration by working and developing relationships with a diverse community. We embrace the principles of equity and inclusion in our work. Our staff currently numbers 8, our Board 11. The Johnson Creek Watershed Council was founded in 1995.

The staff currently consists of an Executive Director, a Volunteer Program Manager, a Riparian Program Manager, a Restoration Project Manager, a Community Outreach Coordinator, a Finance Manager, an Operations Manager, and an Americorps member. The Restoration Project Manager will work with all staff, but most closely with the Executive Director and the Restoration Team.

The Council's offices are located in the Woodstock neighborhood of Southeast Portland. This position has a hybrid work schedule: partly from our Council's office, partly from home, partly in the field. This Restoration Project Manager position requires at least 50% of work hours be in the office or in the field. We supply laptops and cell phones for staff members.

The Council's Action Plan maps out a restoration strategy for the ten-year period, 2015-2025. The Restoration Project Manager will lead the development and implementation of the restoration projects prioritized by this action plan, including beginning work on our next 10-year Action Plan. Visit jwc.org for more details.

We encourage people of color, women, LGBTQ people, religious minorities, immigrants, and differently abled people to apply. Our office is on the second floor and is not ADA-accessible. We are open to reasonable accommodations to adapt for this.

*The Johnson Creek Watershed Council is a 501(c)(3) non-profit organization. Tax ID: 93-1311608.
4033 SE Woodstock Blvd, Portland, OR 97202 503-652-7477 www.jwc.org*



OUR WATERSHED

The Johnson Creek Watershed is located on the east side of the greater Portland metropolitan region and is one of the most racially and ethnically diverse watersheds in Oregon. JCWC is committed to learning from and extending the benefits of our work to marginalized communities in our watershed. The successful candidate for this position will help JCWC achieve this goal.

Johnson Creek originates in Clackamas County and flows westward 26 miles to its confluence with the Willamette River in the City of Milwaukie. It provides habitat for threatened coho and chinook salmon, steelhead, and two species of lamprey. The Johnson Creek Watershed encompasses about 54 square miles. The drainage basin includes several partner jurisdictions including Portland, Milwaukie, Happy Valley, Gresham, Multnomah and Clackamas Counties, and the Clackamas Soil and Water Conservation District and the East Multnomah Soil and Water Conservation District.

WHO YOU ARE

You are a dynamic Project Manager who has a demonstrated history of planning, developing, and implementing watershed restoration projects and building relationships with a diverse group of partners. The Restoration Project Manager—RPM—will work in a team environment with a talented staff, an active board, and a diverse group of volunteers to protect and restore one of the most densely populated watersheds in the state of Oregon.

POSITION SUMMARY

The RPM provides leadership and guidance to the Council's restoration programs and manages implementation of specific Council restoration projects. The RPM facilitates Council restoration planning processes, which includes coordinating with other restoration entities (jurisdictions, other non-profits) and identifying restoration priorities suitable to the Council's mission and organizational strengths. The RPM identifies and develops restoration projects to leverage the Council's strong partnerships as well as its volunteer resources.

Areas of Responsibility (Percentages are approximate. These areas include, but not limited to)

(55%) Project Management – Provides leadership and guidance to the Council's restoration programs and implements or manages implementation of projects, primarily in the areas of fish passage improvement, fish habitat enhancement, stormwater management, monitoring, and management of watershed data. Project management duties include managing contractors, tracking project budgets, obtaining permits, writing grant completion reports, and procuring project materials and supplies.



Explores and develops strategic partnerships with other restoration entities. Identifies new projects, developing short- and long-term restoration work plans, and tracking plan implementation.

(25%) Monitoring/Assessment – Leads development of our next 10-year Restoration Action Plan, including analyzing relevant environmental data. Coordinates with Inter-Jurisdictional Committee, organizes information so that JCWC is a clearinghouse of watershed data/reports, communicates results and progress through a variety of media. Organizes monitoring efforts, including those conducted by volunteers in our community science program. Conducts effectiveness monitoring on completed projects. Keeps abreast of ecological monitoring efforts in the Johnson Creek Watershed, and incorporates monitoring results into restoration planning.

(10%) Grant Writing / Fund Development. Works with the Executive Director and other staff to develop fundable projects consistent with the Council's restoration priorities. Actively researches potential funding sources (public and private). Develops grant applications, including project and program budgets.

(10%) Administration, staff planning, and miscellaneous – Attends and participates in weekly staff meetings. Writes a bimonthly staff report for the board of directors. Attends and participates at the yearly strategic planning retreat with the board and staff. Fills out timesheets, participates in staff chores (e.g. office cleanup). The RPM contributes to the Council's quarterly newsletter, monthly email bulletin, and website. Other tasks and responsibilities as assigned.

Required Qualifications

- Knowledge and desire to support diversity, equity, and inclusion in the community.
- Bachelor's degree in aquatic ecology, fisheries biology, hydrology, or other watershed science or related field, and at least 3 years related experience. A related master's degree may substitute for two years of experience. Demonstrated equivalent experience may substitute for the Bachelor's degree.
- Project management experience.
- Strong computer skills, including experience with GIS.
- Demonstrated knowledge of watershed science and management, including analysis of environmental data.
- Self-motivated, resourceful, results-oriented.
- Ability to multi-task and to work in a team.
- Willing and able to work occasional weekends and evenings (comp time given to maintain work/life balance).
- Strong written and verbal communication skills. Ability to work effectively with watershed residents of diverse backgrounds.



- Professional skills, including work planning, team building, time management and organization.

Desired Qualifications

- Knowledge and experience with fish passage and fish habitat enhancement issues and solutions.
- Knowledge and experience with stormwater pollution reduction and green infrastructure.
- Knowledge of the Pacific Northwest flora and fauna, both native and non-native.
- General knowledge of local, state, and federal environmental laws and demonstrated experience obtaining local, state, and federal permits for watershed restoration projects.
- Grant-writing and grant administration skills and experience.

Transportation Information:

The Restoration Project Manager must have a valid driver's license, clean driving record, and ability to provide documentation. Ability and willingness to use your own vehicle to travel to work activities is essential (mileage reimbursement is provided by JCWC). JCWC owns a vehicle which is shared with other staff members and may not always be available. The Restoration Project Manager will be covered on the JCWC's vehicle insurance policy while driving the company vehicle.

To Apply

Send by email a resume and a detailed cover letter that addresses required and desired qualifications to Alison Perkins, Operations Manager (alison@jwcw.org). Position closes at **9 a.m.** Pacific time, March 26, 2024.

Please use PDF files when attaching the cover letter and resume. **No phone calls, please.**

We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. We list many qualifications. If you have many of them, please apply.