



## ***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. The Johnson Creek Watershed Council was founded in 1995.

The Council's offices are located in the Woodstock neighborhood of Southeast Portland. We currently operate with a hybrid work environment, splitting our time between the Council and home offices.

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.

## ***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 also the Clackamas Soil and Water Conservation District and the East Multnomah Soil and Water Conservation District.

## ***WHO YOU ARE***

You enjoy working on a variety of projects that are essential to keep a non-profit organization running smoothly. You enjoy working 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. You have a commitment to equity, environmental justice, science-based restoration, and climate-forward ecological resilience.

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.** Please apply if you can fulfill the majority of the qualifications listed below.



## Restoration Project Manager

### JOB DESCRIPTION

Reports to: Executive Director  
Status: Full-time, exempt (35 hours/week)  
Starting Salary: \$62,000 - \$67,000  
Benefits: Medical & dental insurance, 401(k) match, paid vacation/sick leave/10 holidays (includes 1 floating holiday)

### POSITION SUMMARY

The **Restoration Project Manager** serves as the lead for day-to-day implementation and delivery of restoration projects under the strategic guidance of the Conservation Director. This position advances JCWC's mission and 10-Year Action Plan by developing priority restoration initiatives, managing projects from concept through completion, and ensuring work is grounded in sound science and strong partnerships. This role requires a strategic, organized individual capable of managing complex projects while maximizing ecological and community impact.

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### AREAS OF RESPONSIBILITY

*(Percentages are approximate and may shift based on organizational needs.)*

#### **Project Management (65%)**

- Lead the planning, implementation, and oversight of restoration projects, including fish passage improvements, habitat enhancement, and stormwater management.
- Manage all phases of project delivery, including contractor selection and oversight, procurement of materials and supplies, permit coordination, and regulatory compliance.
- Develop and monitor project budgets and timelines to ensure work is completed on schedule and within approved funding parameters.
- Identify and cultivate strategic partnerships with restoration agencies, nonprofits, and community partners to strengthen collaborative project delivery.
- Develop short- and long-term restoration work plans, identify new project opportunities, and track progress toward implementation goals.
- Receives programmatic supervision and technical guidance from the Conservation Director and reports administratively to the Executive Director.



## **Fundraising & Grant Support (12%)**

- Collaborate with the Executive Director and staff to develop fundable projects aligned with JCWC's restoration priorities and strategic goals.
- Research and identify relevant public and private funding opportunities in coordination with finance and development staff.
- Contribute technical expertise to grant proposals, including drafting project narratives, scopes of work, timelines, budgets, and supporting documentation.
- Support grant reporting by providing program data, outcomes, documentation, and narrative updates as needed.
- Participate in fundraising and donor engagement activities, including attendance and support of the Annual Celebration event.

## **Organizational Direction & Community Engagement (13%)**

- Collaborate with the Executive Director to support implementation and progress tracking of JCWC's 10-Year Action Plan.
- Participate in annual strategic planning retreats with board and staff.
- Support key watershed engagement events, including Volunteer Appreciation Dinner, Watershed Wide, and Johnson Creek Cleanup.
- Build reciprocal relationships with local community members, including Latine communities, local Indigenous communities, Black communities, working-class communities, and others who have historically existed at the margins of local conservation work.
- Develop and strengthen relationships with allied organizations, nonprofits, agencies, government entities, artists, and Tribes to advance long-term watershed goals.
- Provide presentations at partner events and conferences to promote watershed restoration and community engagement.
- Model and reinforce JCWC's values of equity, respect, and shared leadership across staff, volunteers, and Board relationships.

## **Communications (10%)**

- Collaborate with staff to contribute content for social media, the monthly e-newsletter, bi-annual print newsletter, and website updates.
  - Develop and share program-specific content highlighting community engagement, watershed health, restoration outcomes, stewardship efforts, and partner collaborations.
  - Prepare timely and accurate program updates and materials for the Executive Director to support reporting to the Executive Committee and Board of Directors.
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## Required Qualifications

- Minimum of 3 years of progressively responsible project management experience, including leading complex, multi-partner environmental or restoration projects from planning through implementation and closeout.
- Bachelor's degree in aquatic ecology, fisheries biology, hydrology, watershed science, or a related field. Demonstrated equivalent experience may substitute for the Bachelor's degree.
- Demonstrated success managing multiple projects simultaneously, meeting deadlines, and delivering high-quality results within budget and scope.
- Strong computer skills, including experience with GIS and project tracking or data management systems.
- Demonstrated knowledge of watershed science and management, including analysis and interpretation of environmental data.
- Knowledge of and commitment to supporting diversity, equity, and inclusion in community-based environmental work.
- Highly self-motivated, resourceful, and results-oriented with strong organizational skills.
- Ability to work collaboratively in a team environment while maintaining accountability for independent project deliverables.
- Willing and able to work occasional weekends and evenings.
- Strong written and verbal communication skills, including experience preparing technical reports and communicating effectively with watershed residents and partners from diverse backgrounds

## 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 & FIELD WORK REQUIREMENTS

This position requires a valid driver's license, a clean driving record, and the ability to provide documentation. Willingness and ability to use a personal vehicle for work-related travel is required; mileage reimbursement is provided. JCWC owns a shared staff vehicle that may be available at times. This position includes regular fieldwork in varying weather and terrain.

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**To Apply**

Submit a resume and a detailed cover letter that clearly addresses the required and desired qualifications to Noah Jenkins, Conservation Director, at [noah@jwc.org](mailto:noah@jwc.org).

**Applications received by 11:59 p.m. Pacific Time on April 10 will receive priority consideration.** The position will remain open until filled.

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