



Clackamas River Basin Council

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Job Description

Title: Field Activities Coordinator

The Clackamas River Basin Council (CRBC), a 501(c)(3) non-profit organization, working to *foster partnerships for clean water and to improve fish and wildlife habitat and the quality of life for those who live, work and recreate in the watershed.* CRBC is led by a diverse 21 member Board of Directors and we work closely with local agencies, organizations, landowners and volunteers to implement the Oregon Plan for Salmon and Watersheds. CRBC offices are located in a beautiful historic building in Gladstone, Oregon, just minutes from the confluence of the Clackamas and Willamette Rivers, and less than 15 miles from downtown Portland.

Summary of Position:

This full-time position's primary duty will be to support the Clackamas River Basin Council's riparian enhancement projects involving invasive species management and revegetation. These tasks will include coordinating and implementing site surveys, site planning, data management, and work crews in order to complete revegetation activities on both public and private properties identified by the council. The Field Activities Coordinator will work closely with landowners, partners and contractors as well as CRBC personnel to fulfill both programmatic goals and uphold organization missions.

Duties and Responsibilities:

- Schedule, coordinate, and oversee various types of restoration activities, working with field crews, landowners, partners, and occasionally volunteers, during site treatments, plantings, monitoring and maintenance.
- Coordinate and attend site visits with landowners on public and private lands to engage landowners in CRBC programs, assess site restoration needs and provide information on stewardship activities.
- Create appropriate site treatment and planting plans.
- Assist in data management and reporting including database and ArcGIS data entry and analysis, as well as drafting project reports summarizing data and activities.
- Maintain field supplies and equipment.
- Provide support for CRBC Board of Director meetings and office administration activities.
- Assist staff in general outreach and landowner recruitment activities, as needed.
- Other responsibilities as assigned.

Working Conditions:

This full-time position involves a multiple task and teamwork approach, reporting to the Project Manager and Education and Outreach Coordinator and supervised by the Executive Director. Position may include coordinating field activities of up to 2 field assistants and/or interns. Position includes both office and field based activities. Attendance at evening and weekend events is a function of this position, requiring a flexible schedule.

Required Qualifications:

- Experience in natural resource management with a preference for those with experience in riparian restoration project implementation; 2 years or more preferred.
- Experience in coordinating, scheduling, and leading work crews, staff and interns in field restoration activities.
- Knowledge of specific restoration techniques to control various invasive species and preference to those with experience in creating site treatment and planting plans.
- Post-secondary education with preference to those with a 4 year degree relating to environmental sciences, land management, restoration ecology or stream hydrology.
- Knowledge of Pacific Northwest ecology, native and invasive plants, and habitat types.
- Proficient written and verbal communications skills. Spanish speaking is desirable.
- Computer software proficiency with Microsoft Office program suite.
- Experience using handheld GPS devices and working knowledge of ArcView GIS software programs, with preference to those with experience in advanced GIS spatial analysis and ArcEditor GIS software programs.
- Ability and willingness to work outdoors on uneven terrain and in inclement weather.
- Valid driver's license recognized by Oregon or Washington and a reliable motor vehicle.
- Ability to pass a pre-employment drug screening.

Desired Qualifications:

- Experience and enthusiasm for working with private landowners and community partners to coordinate restoration activities on their property.
- Knowledge of local water quality, riparian and forestry rules and guidelines as they apply to the position duties, including integrated pest management and pesticide use restrictions.
- Self-directed, organized, and motivated to be pro-active in spending time effectively.
- Experience working with non-profit groups, especially watershed councils.
- Experience in project identification, grant writing and reporting activities.

Compensation:

Competitive compensation DOE, including full benefits package.

How to Apply: Email cover letter indicating your interest and relevant experience along with resume to Jenny@clackamasriver.org, or mail your cover letter and resume to Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015. Review of résumés will begin April 2nd, 2012 and will continue until the position is filled.