



Job Announcement

Job Title: Stewardship Coordinator/Invasive Species Specialist

Office Location: Corvallis, Oregon

Application Deadline: February 22, 2012

Benton Soil & Water Conservation District (SWCD) seeks a Stewardship Coordinator/Invasive Species Specialist with outstanding interpersonal and project management skills and a background in natural resource management to:

- A) Coordinate stewardship activities on a reach of the mainstem Willamette River.
- B) Provide support to Benton SWCD's invasive species program and other initiatives.

I. DUTIES AND RESPONSIBILITIES

A) Coordinator for the Willamette Mainstem Project (.50 - .75 FTE)

The Coordinator will be responsible for managing a Meyer Memorial Trust Grant to assess, prioritize and coordinate stewardship activities among partners along a reach of the mainstem Willamette, from Corvallis north, in Benton and Linn Counties. The initial focus of this pilot project will be on assessing current conditions and managing the threat of invasive species. The Coordinator will work with local landowners and a variety of conservation partners and technical experts to develop and implement strategies for completing this grant and for working effectively and developing long term stewardship. This two year grant is part of a long term commitment to the mainstem Willamette and extended funding is anticipated.

Specific responsibilities include:

- 1) Establish and maintain open and on-going communication among partners.
- 2) Secure and track landowner agreements; provide support for landowner and partnership activities.
- 3) Data management: GIS data development, reporting and mapping; track landowner agreements, assessment data, treatments, etc.
- 4) Coordinate the work of contractors and others conducting vegetation and habitat assessment and/or implementing invasive species control; assist in developing invasive species management strategies.
- 5) Manage grant(s) including monitoring timelines and deliverables; preparing project reports; overseeing project expenses and budgets.
- 6) Engage partners in assessment, interpretation, prioritization and coordination of implementation strategies.
- 7) Grant writing and fundraising to achieve project objectives and strategies.

B) Benton SWCD Program Support (.25 - .50 FTE)

The Coordinator will be part of the SWCD's employee team and will assist in the implementation of various aspects of Benton SWCD's programs, with an emphasis on invasive species, GIS work, and data management.

Specific responsibilities include:

1) Invasive Species Program

- Provide technical assistance to address invasive species in Benton County.
- Help implement countywide Invasive Species Strategic Plan (under development) which could include formation of Weed District and an Early Detection, Rapid Response program.
- Help landowners develop strategies for managing their land.

2) General Project Management

- Identify needs; develop ideas for projects; utilize partnerships as appropriate.
- Develop and submit grant proposals.
- Manage grants and projects, as needed.
- Develop materials, workshops, tours, as needed; give presentations.

3) Organizational Support

- Provide GIS and database management services for the SWCD, including creation of new GIS data layers, integration of existing data layers, generating various maps and graphs.
- Work as a team with SWCD staff; participate in staff and Board meetings and organizational planning processes.
- Represent the SWCD and promote its role in the community; develop and support local and regional partnerships; assess conservation needs and opportunities.

II. QUALIFICATIONS *(Skills and qualifications are not listed in any particular order of importance.)*

A) Minimum Qualifications

- 1) Bachelor's degree in natural resource management, biology, botany, agriculture, ecology or related field with 2-5 years of experience.
- 2) Project management experience.
- 3) Ability to ID invasive and native plants and animals.
- 4) Experience, knowledge and interest in natural resources field work, including working with private landowners, restoration projects, and invasive species management.
- 5) Great people skills, outgoing, flexible.
- 6) Good oral and written communication skills; ability to speak and understand English; develop and deliver public presentations.
- 7) Computer proficiency in Microsoft Word, Excel, Access and PowerPoint.
- 8) Expertise in the use of ESRI ARCInfo 10.0.
- 9) Must have a current Oregon Driver's License, vehicle insurance, and access to a personal vehicle to use for work purposes. (Mileage will be reimbursed.)

B) Preferred Skills

- 1) Knowledge of local resource concerns.
- 2) Experience with Willamette Valley habitats and flora.
- 3) Familiarity with local natural resource agencies, nonprofits, and Watershed Councils.
- 4) Grant management and grant writing experience.
- 5) Experience with relational databases; SQL a plus.
- 6) Knowledge of treatment protocols, Chemical Applicators license.

III. POSITION INFORMATION

A) Working Conditions and Physical Demands

- This position works both in the field and in the office; must be able to carry equipment and supplies, set up tables and displays at various events; ability to lift 25 pounds.
- Fieldwork involves working out-of-doors in farms and dairies; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy rocky or other hazardous terrain.
- This position may require travel to various meetings and conferences; working hours may include evenings and weekends. Travel may be outside the normal workday and may occasionally involve overnight stays.
- Office work includes working at a desk, using a computer, or standing at a table. Dexterity and hand-eye coordination are required.

B) Compensation and Start Date

- This position is for a 40 hour work week, with a pay rate from \$20-\$23 an hour, based on qualifications.
- This is a fulltime, at-will, SWCD staff position; employee is eligible for Benton SWCD's health and retirement benefits, per SWCD policies.
- Anticipated start date: March 21-April 15.

IV. APPLICATION PROCESS

A) To apply for this position, submit:

- 1) **A cover letter.**
- 2) **Your resume.** (Resume must include your four (4) most recent jobs, dates of employment and your employer's contact information; **and** contact information for three (3) professional references.)
- 3) **A narrative** that specifically addresses your experience and expertise in the following areas. Label your responses to correspond to the letters below and keep each response to approximately 250 words:
 - a. **Work with Landowners:** Describe work you have done with landowners, including agricultural producers; include your challenges and your accomplishments.
 - b. **Invasive Species:** Describe your knowledge of invasive and native species and your experience in vegetation management.
 - c. **Project Management Experience:** Describe the scope of projects you have managed, organizational skills you have developed, including experience in managing and seeking grants.
 - d. **Partnership Experience:** Describe partnerships you have been involved in and your role in them.
 - e. **Computer Skills:** Describe your computer skills and accomplishments using GIS, databases, and the Microsoft software referenced under Minimum Qualifications, above.

B) Please direct application materials to:

Jennifer Ayotte
District Manager
Benton Soil & Water Conservation District
456 SW Monroe Suite #110
Corvallis, OR 97333
541-753-7208
Fax: 541-753-1871
jayotte@bentonswcd.org
www.bentonswcd.org

C) All application materials must be received by 5:00PM on Wednesday, February 22, 2012.

Materials may be sent by mail, fax, or electronically. Those submitted electronically must be in one attachment, in pdf format. Please state "Job Application" in subject line. Applications that are incomplete or that have formatting difficulties will not be processed.

Benton SWCD is a tax exempt 170(c)1 organization serving Benton County since 1956. Our mission is to provide leadership to Benton County residents through education and technical assistance for conservation and responsible use and management of soil, water and related resources.

Benton SWCD is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.