

Coordinator

Crooked River Watershed Council

The Crooked River Watershed Council (CRWC) is a non-profit organization promoting stewardship of natural resources in the Crooked River Watershed to ensure sustainable watershed health, functions, and uses for conservation and economic benefits. The Watershed Council area of interest includes all lands that drain into the Crooked River, covering 2.9 million acres, mostly in Crook County (central Oregon). The CRWC Board is comprised of representatives from state and federal agencies, local government, and private landowners. CRWC provides technical and financial assistance to landowners for the implementation of stream and upland restoration projects, conducts watershed monitoring, and promotes education about watershed stewardship. CRWC was founded in 1997 by the Crook County Court, at the request of the Crook Co. Soil and Water Conservation District and Oregon chapter of the Society for Range Management. It has active partnerships with the City of Prineville, the Crook County SWCD, Ochoco National Forest, the Prineville BLM, the Confederated Tribes of Warm Springs Reservation of Oregon, Natural Resource Conservation Service, the US Fish and Wildlife Service, the Oregon Department of Environmental Quality, the Oregon Department of Fish and Wildlife, the Deschutes Basin Land Trust, the Deschutes River Conservancy, and others.

Position Description The Coordinator is a full-time position, supervised by the Watershed Council Board of Directors, and employed by Crook County. The position will manage all operations, including the development of Watershed Council funding, supervision of Watershed Council staff (Project Manager, Monitoring Specialist, part-time Hydrologist, Administrative Assistant), maintain Watershed Council relationships, develop programs and projects, and prepare strategic plan. The Coordinator works with stakeholders throughout the basin to ensure that the Watershed Council is able to provide technical and financial assistance to and coordination among rural citizen stakeholders, community and conservation groups, tribes, agencies, and local government through Watershed Council programs, projects, and partnerships.

Duties include non-profit management, staff supervision, grant writing and management, budgeting and fiscal management, working with landowners, and developing and implementing projects in the entire watershed. The successful applicant will be responsible for implementing a biennial workplan that focuses on four areas of Watershed Council operations:

Program Development, Funding, Implementation, and Growth (40%)

The successful applicant will work with the Watershed Council Executive Committee and Board of Directors to develop program priorities in three areas:

1. Watershed Management and Restoration
2. Monitoring and Assessment
3. Outreach and Education

He/She will work with Watershed Council staff and partners to develop, fund, implement, and expand Watershed Council programs, and will supervise all program staff and ensure resources are available to program staff to carry out the requirements of the programs.

Partnerships and Relationships (25%)

The Coordinator will work with the executive committee and the Watershed Council Board to identify potential partnerships and maintain existing relationships. He/She will work closely with the Crook County SWCD, OSU Extension Service, City of Prineville, rural stakeholders, federal and state agencies, and other regional conservation and watershed management organizations. The expectations of the Watershed Council must be upheld in accordance with the mission of the Council.

Organizational Planning and Strategy (20%)

The Coordinator will work with a Watershed Council sub-committee to develop operational and strategic plans for carrying out the mission of the organization. These 5-year plans will include direction for developing programs, funding, organizational capacity, and partnerships. The successful applicant will be responsible for the development and implementation of the operational and strategic plans.

Fiscal Management, Controls, and Operations (15%)

The Coordinator will work with the Watershed Council Board Treasurer and Administrative Assistant to develop, manage, and maintain a transparent accounting system and fiscal controls, and compile monthly and annual financial reports. The position will be responsible for executing all operational financial transactions, maintaining program budgets, and ensuring timely transactions and reporting on all grant funded projects.

Compensation will depend on experience and range between \$45,000 and \$50,000 plus a generous employee benefits package provided by Crook County that includes vacation, health, dental, and retirement benefits. Aside from the Crook Co. benefits package, the position is grant-funded primarily through Watershed Council Support grants from the Oregon Watershed Enhancement Board (OWEB) and other sources. The Coordinator will be responsible for developing and maintaining funding for the position.

Qualifications: Applicants should hold a minimum of a bachelor's degree in a natural resources field (e.g. rangeland management, forestry, fisheries, planning, agricultural business, or related discipline). A graduate degree and/or experience with watershed management, restoration, planning, or non-profit management and spatial analysis and mapping (GIS) are preferred. Excellent verbal and written communication skills are necessary. Good people skills are essential. Non-US citizens must have proof of eligibility to work in the US.

Working Conditions: The Council is based in Prineville, Oregon. Duties will combine both indoor and outdoor tasks, requiring the ability to work in variable weather conditions, often on uneven ground. Work will primarily be conducted on private lands with some overlap with public land.

Application Process By 5pm on Friday, July 17, 2009, applicants should submit via email attachment to tim.deboodt@oregonstate.edu:

1. a cover letter describing qualifications for the tasks specified above, and experience relevant to this position;
2. a résumé;
3. name, affiliation, and contacts (email address and phone number) of three professional references.

For further information contact Oregon State University Chairman Agent, Tim Deboodt, at 541-447-6228.