



Job Announcement:
Monitoring Program Coordinator
Luckiamute Watershed Council

The Luckiamute Watershed Council (LWC) is accepting applications for a part-time Monitoring Program Coordinator. Primary duties of the position will be coordinating the LWC's temperature monitoring program and fulfilling grant deliverables. Responsibilities include handling data logger equipment, deployment, data collection, coordinating and working with volunteers, communicating with landowners, data processing, and data mapping. The LWC is a 501c3 tax-exempt nonprofit organization serving the Luckiamute and Ash Creek watersheds in Polk and Benton Counties. Our mission is to engage and assist landowners and communities in the voluntary protection, restoration and enhancement of the Luckiamute and Ash Creek watersheds. Visit our website, www.LuckiamuteLWC.org to learn more.

Posted: April 10, 2017

Closing date: Monday May 1, 2017

Location: LWC office, Independence, Oregon

Reports to: Council Coordinator

Status: Part-time, hourly (average 10 hours per week), non-exempt

Job Duties and Responsibilities

Program Coordination

- Oversee LWC temperature monitoring program in coordination with LWC staff, Project Manager, Project Review Committee, and volunteers
- Update and develop program procedures, protocols and templates
- Communicate with landowners, LWC staff, Project Manager, and volunteers about activities and program progress regularly via email, phone and in-person meetings as needed
- Organize the LWC Temperature Monitoring sub-committee, including planning meeting agendas, minutes, and tracking action items

Data Collection

- Handle surface water temperature data loggers including pre and post-deployment accuracy checks, logger deployment in the field, status checks, and data and logger retrievals
- Follow LWC's Sampling and Analysis Plan (SAP) and protocols. Revise and update as needed.

Data Entry/Reporting/Mapping

- Perform data entry of accuracy checks and data retrieval from the field
- Manage monitoring database and ensure data quality using monitoring and QA/QC protocols and templates
- Incorporate all available LWC temperature monitoring data into the ArcGIS database

Job Announcement:
Monitoring Program Coordinator
Luckiamute Watershed Council

Volunteer Management

- Train and oversee volunteers in monitoring and stewardship related tasks. Schedule volunteer participation in monitoring activities.
- Work with LWC technical volunteers on visits to field sites, data quality control and analysis, and summarizing results

General

- Attend LWC Project Review Committee quarterly meetings and occasional LWC board meetings
- Assist with development of grant proposal(s) to support the LWC monitoring program
- Other duties as assigned

Desired Qualifications/Characteristics

- Experience with data collection and following protocols to ensure data quality
- Experience managing large databases
- Experience using software, especially Excel, to enter, review and analyze data sets. Experience with Visual Basic a plus.
- Experience working in the field, with a preference for those with experience in watershed management, environmental monitoring, or a related area
- Ability to navigate to project sites using maps, aerial photos and/or GPS equipment
- Ability to manage data using ArcGIS software; ability to transfer data to and from GPS units
- Proficiency with Microsoft Office program suite
- Strong attention to detail, accuracy, and dependability
- Ability to handle confidential or sensitive information appropriately and interact with landowners in a courteous and professional manner
- Knowledge of Pacific Northwest ecology (Willamette Valley a plus), native and invasive plants, and habitat types
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Motivated, hard-working, ready to learn; ability to work independently and as part of a team
- Interest in technology and proclivity for problem-solving technical issues
- Familiarity and comfort with non-profit atmosphere a plus, including an understanding of the high commitment level, deadlines, and budget restrictions, and team atmosphere
- Valid Oregon driver's license, reliable personal transportation with proof of car insurance, and ability to attend occasional evening and weekend activities in various locations. Work-related mileage will be reimbursed at the State of Oregon rate.

Physical Condition Requirement: Physical exertion is required for this position, including occasional heavy lifting. Duties will combine both indoor and outdoor tasks, requiring the ability to work in variable

Job Announcement:
Monitoring Program Coordinator
Luckiamute Watershed Council

weather conditions, often on uneven ground and in the stream channels. Work will primarily be conducted on private lands with occasional overlap onto public land.

Compensation: Hourly wage will be \$13.00 – \$14.50 per hour, depending on experience

Position Details: Paid time off (PTO) will be accrued proportionally to the hours worked per the guidelines of the LWC Personnel Policy. There are no medical benefits. Schedule is flexible. The position is grant-funded. Some evening and weekend work may be required.

About the Luckiamute Watershed Council: The Luckiamute Watershed Council is governed by its volunteer Board of Directors. Operations are conducted by a full-time Council Coordinator, part-time Outreach Coordinator and Operations Assistant, committees, volunteers, and long and short-term contractors.

To Apply:

- Please submit an application via email to coordinator@LuckiamuteLWC.org. Please email all materials as a single PDF document attachment. Please include your last name in the name of the file, for example *Smith_Monitoring.pdf*
- All materials must be received by 5:00 p.m. (local time) on May 1, 2017. Late applications will not be accepted.
- Please email questions about the position to coordinator@LuckiamuteLWC.org
- All emails related to the position – including questions and application submissions – must have the email subject: *Monitoring Program Coordinator*

Application Materials:

- Resume, including phone and email contact information
- Cover letter of no more than two pages, 11 or 12 point font
- Three professional references – including phone number (and email if available), and how you know that reference

Materials shall be received by 5:00 p.m. (local time) May 1, 2017. Review by Council members and staff will follow. The process will likely include a phone interview, and if selected, an in-person interview with a group (LWC staff and board members). Target is for the position to begin during the week of May 15.