

Willamette Riverkeeper Restoration Associate Job Posting



We are looking for a new addition to our team to help protect and celebrate the Willamette River for future generations!

Position: Restoration Associate

Schedule: WRK offers a flexible work schedule, typically M - F; this schedule can differ during busy seasons.

Salary Range: \$49,500 - \$53,000

Benefits: WRK offers a flexible work schedule, health, vision, and dental insurance paid for by WRK, 403b retirement match, 11 paid holidays, and unlimited PTO.

Reports to: Willamette Riverkeeper's Habitat Restoration Manager and collaborates with all WR staff members and our project partners up and down the Willamette River basin.

Work Environment: This full-time position follows a 36-hour work week typically, although work weeks can vary in form during our busy seasons. This may include working weekends, evenings, and overnights as necessary. As our watershed constantly changes and adapts with flows, so does the work office. This position is best suited for an individual who can work remotely or at the office both alone and virtually but can also transition into a week of field days in all types of weather.

Who We Are: Willamette Riverkeeper is a 501(c)(3) organization that works to protect and restore the Willamette River's water quality and habitat. WRK has offices in Portland and Eugene and owns conservation properties in Lane, Benton and Yamhill Counties. WRK manages projects and programs throughout the Willamette Basin, working to rid the river of invasive species, restore floodplain habitat, conduct educational canoe and kayak paddle trips, and advocate for environmental policies that create a healthy Willamette River for all Oregonians. The focus of our work is on the mainstem Willamette, but it also extends to some of the tributary rivers. More information on WRK's programs can be found on our [website](#).

The Willamette River includes the ceded land that was the traditional home of Chinook peoples, including the Multnomah, Kathlamet, Clackamas, Chinook, Tualatin, Kalapuya, and Molalla tribes. WR is committed to ongoing collaboration with Tribal entities to amplify their voices, issues, and needs to promote accurate historical narratives that help reverse harmful cultural and economic stereotypes.

Who You Are: You are a dynamic team player who shares the following strengths and team goals

- Action Oriented - Take on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.
- Plans and Aligns - Plans and prioritizes work to meet commitments aligned with organizational goals.
- Collaborates - Builds partnerships and works collaboratively with others to meet shared objectives.
- Instills Trust - Works to gain the confidence and trust of others through honesty, integrity, and authenticity.
- Strategic Mindset - Sees ahead to future possibilities and translates them into breakthrough strategies.

Position Overview: The Restoration Associate will play a vital role in supporting Willamette Riverkeeper's Habitat Restoration program and assisting with various organizational events. This position is ideal for a dynamic, team-oriented individual passionate about environmental conservation and eager to make a tangible impact on the restoration of our natural resources.

In this role, you'll be involved in a diverse range of tasks, from hands-on fieldwork to important administrative functions. You will lead volunteer groups during invasive species removal projects, track project data, collaborate with contractors on restoration plans, and facilitate educational programs guiding groups on canoe and kayak navigation in moving water. Additionally, you will support grant writing, prepare reports, and ensure compliance with funding requirements. Your work will directly contribute to the success of our mission to restore and protect the Willamette River.

Job Responsibilities

Restoration Project Assistance & Support

- Support projects and collaborate with project partners
- Fluent understanding of current grants; write grants as needed
- Report to funders about accomplishments and outcomes
- Help implement restoration plans
- Help secure permissions and permits for projects, when necessary
- Use photo points to track and demonstrate project success
- Organization of both digital and paper file systems, including filing and archiving.
- Support Willamette Riverkeeper projects with Geographical Information Systems (GIS)

Volunteer & Contractor Coordination

- Collaborate with Interns and volunteers
- Supervise service-learning days and community engagement
- Understand contracts and work orders for all work performed on our restoration projects
- Collaborate with contractors, work with them to provide efficient delivery of outcomes

Education & Outreach

- Help organize and lead restoration volunteer events on land and/or on-water
- Formulate media (written, film, and web-based) to educate others about WR restoration efforts
- Facilitate service-learning opportunities for school groups and targeted audiences
- Support Willamette Riverkeeper events, help manage risk and quality of on-water events
- Help design new outreach and educational tools for different communities
- Help work with private landowners to educate them about restoration practices and aquatic invasive species (AIS), secure landowner permissions for adjacent treatments

Research & Collaboration

- Stay current with knowledge relevant to the restoration of floodplain forests and AIS
- Collaborate with groups supporting habitat restoration in the Willamette Valley
- Provide support for the Willamette Aquatic Invasives Network / Wapato Revival
- Continue to position Willamette Riverkeeper as a valued restoration partner

Job Qualifications

What You Bring

- 2-3 years of hands-on experience in the restoration field and/or educational background in Natural Resources
- Knowledge of flora and fauna of the Pacific Northwest

- Knowledge of riparian areas and floodplain forests of the Willamette River
- Ability to identify many non-native species, including aquatic invasive species
- Experience with habitat restoration practices: site prep, planting, and plant establishment
- Experience with GIS
- Comfort leading volunteer events and speaking to small groups
- Solid communication and writing skills, adept with Gmail and Microsoft Word
- Familiarity with Microsoft Excel, ability to write formulas and understand large budgets
- Experience reading maps and off-trail navigation
- Comfort on water in a canoe or kayak

Physical Demands

- Ability to physically move well on a mix of terrains at restoration sites, both on and off trail
- Ability to lift 50 pounds and to help lift canoes on and off vehicles and trailers
- Stamina to work long days in all types of weather during field seasons

It Would Be Great If You Also Bring

- Sensitivity to various cultural understandings and perspectives, desire to learn more
- Experience giving guidance to contractors and lending direction to a shared vision
- Knowledge of integrated pest management; some understanding of herbicide use
- Familiarity with reading and navigating moving water
- Experience with canoe or kayak rescue skills
- Knowledge of risk management in the outdoors
- Aptitude to compile reports and write grants
- Experience driving vans and towing trailers, ability to be insured
- First Aid and CPR or the desire to get certification

How To Apply

If you are interested in joining our team, please email these four items to jobs@willametteriverkeeper.org - Subject line "Restoration Associate Position". *If your application fails to include any of the listed items, you will not be considered for this position.*

1. Cover letter
2. Resume
3. References
4. Writing sample - answering the 3 listed questions below (1 page max)

Please answer these three questions as the writing sample:

1. What questions surrounding the science of restoration most intrigue you?
2. Share the most relevant parts of your background as it pertains to restoration field work and the administration of habitat restoration projects.
3. Tell us a story about a time when you collaborated with others to accomplish a goal.

Please Note: *Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We encourage you to apply, even if you don't believe you check every box of qualifications.*

Resumes will be accepted until 5 PM, Friday, March 28, 2025
No phone calls or email inquiries, please.