



**NORTH FORK
JOHN DAY**
WATERSHED COUNCIL

Job Announcement: Restoration Project Manager

Posted: January 20, 2025

Closing Date: Until filled

Status and Compensation: This permanent position offers a salary of \$55,000-\$60,000, depending on experience. Benefits include health, vision, and dental insurance, PTO/sick leave, and an employer-matching 401K (after 1 year of employment).

Location: Long Creek, Oregon

To Apply:

Submit application materials in PDF format via email to info@nfjdw.org. Please include:

- A cover letter (no more than two pages) describing your qualifications and interest in the position.
- A resume that demonstrates how you meet the qualifications for the role and describes your experience and key accomplishments.
- Three professional references with contact information (name, phone, and email) and a brief description of your affiliation.

Interview Process & Background Check:

The interview process will include a phone or video interview with multiple North Fork John Day Watershed Council staff. The job will be posted until filled, and interviews will occur as applications are received. Upon hiring, the applicant will need to pass a pre-employment background clearance check and DMV check.

The North Fork John Day Watershed Council is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, retaliation, age, gender identity, or sexual orientation.

About the North Fork John Day Watershed Council (NFJDWC)

The NFJDWC was formed by local citizens in 1995 and incorporated as a non-profit organization in 2006. Our mission is to restore and protect the natural resources that make up the North and Middle Fork John Day watersheds. The NFJDWC represents broad interests, as well as diverse land use and ownership, and encourages collaboration between the people who live, work, and recreate here to plan and implement ridgetop-to-ridgetop restoration projects that are based on the best available science, promote native plant and wildlife species, respect culturally significant resources, and support our local rural communities.



The North and Middle Fork John Day watersheds encompass approximately 1.7 million acres in Grant, Morrow, Umatilla, and Baker counties. The watershed's 1,200 residents live in isolated communities, scattered ranches, and homesteads with a rural economy based in ranching, forestry, hunting, and fishing tourism. The John Day River is the 3rd longest un-dammed river in the lower 48 states. The Basin supports the last remaining wild runs of spring Chinook salmon and summer steelhead, relatively free of hatchery influence, within the Columbia River Basin. Council history, mission, and program(s) information is available on our website: www.nfjdw.org.

Since 2006, the NFJDWC has played an active role in many in-stream restoration projects involving the placement of woody materials for fish habitat, removal of fish passage barriers such as culverts and weirs, construction of beaver dam analogues, large-scale mine-tailings removal, and riparian revegetation. NFJDWC takes a ridgetop-to-ridgetop approach to watershed protection and restoration. This means that many of our projects and initiatives take place outside of the stream and riparian corridor. These projects include forest management, juniper and invasive species removal, grazing management, and development of upland water sources. Our strength is in our ability to bring people and organizations together to serve the needs of our local community and natural resources.



The NFJDWC is involved in ongoing restoration projects and conservation initiatives with a variety of state, federal, and tribal partners, as well as private landowners and other non-profit organizations. The NFJDWC is a core member of the John Day Basin Partnership, an active group of 30 conservation organizations in the John Day River basin with the common interest of restoring and maintaining our watersheds to maximize their ecological, economic, social, and cultural benefits. Check out the Partnership's project tracker to see the restoration projects that are being implemented by the NFJDWC and our partners. www.johndaybasinpartnership.org.

About the Position

NFJDWC Restoration Project Managers (RPM) play a pivotal role in the development, implementation, and monitoring of watershed restoration projects in the North and Middle Fork John Day Watersheds. Clear communication and an ability to work independently and creatively problem-solve in a project management setting are integral to the position; a self-starter will be most likely to succeed in this role. In collaboration with the Executive Director and Restoration Program Manager, the RPMs develop fundable project ideas that align with the Watershed Council's mission. Restoration projects include, but are not limited to, instream habitat improvements, channel restoration, riparian plantings, livestock and wildlife management fencing, juniper removal, and spring developments. Projects may include communication with numerous conservation partners including private landowners, business owners, community members and organizations, tribes, contractors, coworkers, NFJDWC Board members, and more. As a team member, you will attend staff and board meetings as requested and contribute to the maintenance and upkeep of the Watershed Council.

The duties of the position are highly dynamic and will vary from season to season depending on the needs of NFJDWC constituents and the organization. Work will primarily be in-office or in-field but limited remote work can be negotiated during the winter months as workloads allow. The position duties consist of a mix of indoor and outdoor activities and require the ability to work long hours moving around in the field as well as extended time working on a computer at a desk. Outdoor activities will include navigating work sites in remote locations with potentially thick brush and steep and uneven terrain, moving across rocks, rocky stream banks, slick and uneven stream beds, and downed logs. Some work site locations have limited access and will require navigating an ATV on rugged terrain.

Long Creek, Oregon, is located near a variety of outdoor recreation opportunities such as whitewater rafting/kayaking, paddleboarding, mountain biking/hiking/backpacking trails, and the pristine North Fork John Day Wilderness Area. This position also provides opportunities to network and gain experience working with other natural resource professionals.

Summary of Position Responsibilities

1. Project Development and Grant Writing

- Explore and develop strategic partnerships with other restoration partners to identify project priorities and opportunities.
- Utilize regional assessments and prioritizations to develop short and long-term restoration work plans.
- Actively research diverse potential funding sources (state, federal, public, and private funding).
- Develop and submit grant applications, including budgets, maps, project objectives, and specifications.



2. Restoration Project Management

- Coordinate with project partners, funders, and permitting agencies to ensure project timelines and deliverables are being met.
- Track project budgets.
- Develop and manage contracts, including leading competitive bidding processes, drafting contracts, overseeing contract administration, and managing contractors.
- Procure project materials and supplies.
- Obtain permits and ensure environmental compliance.
- Prepare project completion, monitoring, and other technical reports.
- Conduct effectiveness photo point monitoring on completed restoration projects.

3. Stewardship, Outreach, and Landowner Services

- Participate in site visits with landowners to provide technical assistance and develop projects that are mutually beneficial to the goals of the landowner and the Watershed Council.
- Participate in community events hosted or attended by the Watershed Council.
- Represent the Watershed Council in meetings with landowners, partners, and community members.

The above is not an all-inclusive description or list of duties and responsibilities.

Minimum Requirements

- A bachelor's degree in natural resources management or a related field plus at least one year of experience in project management (7+ years of aquatic restoration project management may be demonstrated in lieu of a bachelor's degree).
- Demonstrated experience developing and implementing watershed and habitat restoration projects, including budgeting, contracting, and grant writing.
- Demonstrated professional skills including time management, and organization; excellent verbal and written communication.
- Ability to create maps (GIS or QGIS preferred), and a working knowledge of Microsoft Office programs.
- Demonstrated experience with professional report writing.
- Ability to manage complex projects and manage multiple deadlines simultaneously.
- Self-motivated and resourceful with the ability to work independently.
- Commitment to a collaborative, partnership-based work environment.
- A strong respect for diversity in knowledge, viewpoints, and perspectives from diverse partners, including private landowners, staff from government agencies, and contractors.
- Ability to work and communicate respectfully and effectively with landowners, partners, and the public.
- Comfortable with living and working in an extremely rural region.
- Must have a valid state-issued driver's license.
- Ability to occasionally spend long days in the field in inclement weather and lift up to 40 lbs.