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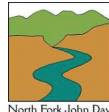
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651 Help Wanted



Posted: December 23, 2019
Closing date: Thursday, January 16, 2020 @ 5pm
Process: Interviews will start January 21st
Starting Date: Approximately February 10, 2020
Status: Full-time (40 hours per week), exempt
Compensation: \$37,000 - \$40,000 starting salary + benefits

Job Description

The Restoration Project Coordinator will work closely with NFDWC staff and numerous partners, landowners, and contractors to develop and manage habitat restoration projects from project development/planning and grant writing, to overseeing and assisting with implementation actions, monitoring, and reporting. The position will work closely with the Council's other Restoration Coordinator(s) to identify specific responsibilities, as well as supporting and tracking multiple ongoing projects. Clear communication and the ability to work independently and as part of a team are integral to the position. All projects will include communication with numerous conservation partners, including private landowners, business owners, community members and organizations, Tribes, contractors, coworkers, NFDWC Board members, and more.

Minimum Qualifications

- Bachelor's degree in aquatic ecology, fisheries biology, hydrology, or other watershed science or related field, OR at least 3 years related experience.
- Experience overseeing and inspecting contractor, crew, or volunteer work
- Experience working with diverse partners, including private landowners, staff from government agencies, and contractors; and a strong respect for diversity in knowledge types, viewpoints, and perspectives
- Demonstrated professional skills including work planning, time management, and organization; excellent verbal and written communication
- Proficiency with Microsoft Office and ArcGIS and/or Google Earth software and handheld GPS
- Self-motivated, resourceful, results-oriented.
- Ability to multi-task
- Willing and able to work occasional weekends and evenings
- Pass pre-employment criminal background and DMV check

To apply, please include, (1) **Cover letter**, (2) **Resume**, and (3) **List of three Professional References** (including name, address and phone number) and submit by one of the following:

1. Email to: valeen@nfdwc.org
2. Post mail to: P.O. Box 444, Long Creek, OR 97856
3. Hand deliver to: 691 HWY 395 North, Long Creek, OR 97856

Before applying, please visit the full Restoration Coordinator position description on our website at nfdwc.org OR on our Facebook page, facebook.com/nfdwc/

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