



## Job Announcement – Project Manager

**Posting Date:** September 5, 2019

**Position Type:** Permanent, full time employee

**Location:** Hillsboro, Oregon

**Application Deadline:** October 1, 2019

**Position Title:** Project Manager

**Job Announcement:** The Tualatin River Watershed Council (TRWC) is seeking a full time employee, stationed in Hillsboro, Oregon, to assist in fulfilling our mission. To learn more about the TRWC visit [www.trwc.org](http://www.trwc.org).

### Position Description

#### Position Summary:

The Project Manager will assist the Executive Director and Board of Directors in implementing the organization's goals and strategies and work toward the implementation of the Council's strategic plan. The position will expand TRWC's portfolio of conservation efforts in outreach (30%), conservation planning (20%), partner engagement (30%), and watershed restoration and resilience (20%). This position will involve managing several projects and initiatives at one time as well as developing new projects and securing funding. The Project Manager reports to the Executive Director and will work closely with the Council's Restoration Committee.

The Project Manager must have a commitment to a collaborative, partnership-based environment and knowledge of watershed councils and local, state, and federal natural resource agencies. The Project Manager will be able to work independently and as a team member with excellent interpersonal skills, excellent verbal and written communication skills, and effective time management. The ability to prioritize and manage multiple projects/deadlines is key to success in this position. The Project Manager should have a working knowledge of watershed management, conservation planning, restoration, and monitoring.

The Project Manager will facilitate regular stakeholder coordination meetings, provide review of conservation projects, and assist partner organizations in prioritizing and acquiring funding for conservation projects. This involves outreach to landowners, coordinating development of proposals, review of budgets, providing oversight of contractors, obtaining and reviewing completion and monitoring reports, and coordinating with funders.

#### Duties & Responsibilities:

- Identify and prioritize broad range of restoration opportunities, including helping to secure funding.
- Grant management and reporting using the Oregon Grant Management System.
- Coordinate and facilitate stakeholder meetings.
- Participate on natural resource committees.
- Participate in TRWC Board meetings and provide project updates and recommendations.
- Prepare technical reports on monitoring results and annual progress reports.

- Assist with education and outreach events.
- Build and maintain organization's GIS architecture.

**Preferred Qualifications:**

- Three years of work experience in conservation planning and/or project development.
- Ability to manage complex projects with a variety of partners and to meet deadlines is essential.
- Knowledge and appreciation of the people, values, and current conservation issues of agricultural and forested landscapes and associated habitats.
- Excellent written and verbal communications skills to use with a wide range of individuals (e.g. other staff, conservation partners, urban and rural private landowners, and volunteers).
- A strong knowledge of ArcGIS and GPS.
- Demonstrated experience with grant writing, writing reports, and writing for a non-science audience.
- Strong project management skills, including but not limited to setting and implementing effective goals and objectives, problem-solving, time management, contract and grant management, creating and maintaining collaborations with other organizations, and developing public awareness activities.
- Working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) required.
- Knowledge of the riverine ecosystem and watershed health.
- Experience with techniques and principals of watershed management.
- Experience facilitating meetings and resolving conflicts.
- Ability to work efficiently alone with limited supervision.

**Education/Experience:** A Bachelor's degree in fisheries, natural resources, biology, hydrology, geomorphology or similar degree, and three years of work experience that closely resembles the duties and responsibilities of this position.

**Working Conditions:** Work will be approximately 80% office and meetings, 20% fieldwork and travel. The Project Manager reports to the Executive Director. This is not a supervisory position. Work performed outdoors may be in inclement weather and around construction equipment. Sufficient mobility is required to navigate uneven terrain, steep slopes, streams, rivers, and other field conditions. A flexible schedule is required for attending evening meetings, weekend events and occasional overnight travel. A valid Oregon driver's license is required. First Aid and CPR certification is preferred but not required.

**Compensation:** \$40,000 per year

**Benefits:** \$500 health insurance compensation (pre-tax) per month, 6.2 hour per month sick time, 10 hours per month vacation, and 10 paid holidays.

**To Apply:** Please submit:

- A cover letter describing your experience and abilities pertinent to the qualifications of this position
- A resume outlining your professional experience
- Three professional references.

Applicants should email the required materials to [trwc@trwc.org](mailto:trwc@trwc.org) with the subject line Project Manager Position. Please do not call or email in advance of the application deadline.