



WATERSHED NAVIGATOR POSITION DESCRIPTION

August 6, 2025

The Watershed Navigator serves communities in urban Washington County, Oregon, as a central point of contact responding to natural resource-related inquiries, building relationships with and exploring project opportunities in underserved communities, and providing public education on rainwater management, soil erosion, and flood preparedness.

This is a grant-funded, limited duration position and is expected to last two years.

Job Duties:

Respond to Natural Resources-Related Inquiries

- Serve as point of contact and support for natural resource inquiries
 - Provide professional customer service and respond to inquiries primarily by phone and email, and site visits where needed
 - Direct community members to appropriate local natural resource service provider resources, and programs
 - Conduct research as needed and provide basic information by phone and email on watershed health, backyard habitat, native plants, invasive weeds, minor landscape drainage, urban wildlife, streamside erosion, rainwater management, flood preparedness, and similar
- Track and analyze inquiries and responses, coordinate with service providers, recommend adaptive management actions
- Periodic review and input into Tualatin Watershed Navigator website and other outreach material

Conduct Outreach to Underserved Communities

Engage community organizations to build relationships and understanding of community needs and interests related to natural resources and environmental health. Includes emails, phone calls, meetings, attending community events, facilitation and coordination.

- Review and refine Washington County geography and identify focus communities and develop engagement approaches specific for these communities.
- May include coordinating partner organizations and service providers to conduct site consultations with community members.
- Work with partners to develop an engagement plan that will connect communities with service providers, partners, and resources. Includes communication, coordination, introductions, and meetings.

Provide Community Education and Technical Assistance

- Provide resident-focused workshops, community events, presentations, and related activities on flood preparedness, soil erosion, and rainwater management
- Develop and coordinate program materials and presentations
- Collaborate with other natural resource service providers to align messages and co-provide education

Administration

- Maintain database of resident interactions (Insightly CRM)
- Track and maintain project and program metrics such as participants, workshops, events, projects, etc.
- Prepare project and program reports, present to project partners as needed, recommend adaptive measures.
- Maintain time and attendance reports.

Education, Experience, and Certification/Licensure

The following experience and special qualifications are required to perform the duties of the Watershed Navigator position:

- A minimum of two years' professional experience in environmental education, natural resources management, or related field
- Customer service and customer engagement experience
- Experience building relationships with diverse communities and working towards equitable outcomes
- Ability to manage multiple projects simultaneously, create and adhere to project timelines;
- Experience coordinating schedules and meetings and communicating with diverse stakeholders
- Must have a valid Oregon driver's license and clean driving record (clean to be determined by employer's insurance carrier).

The following experience is preferred to perform the duties of the Watershed Navigator position:

- Ability to speak and write in languages other than English, with a preference for languages spoken by communities in Washington County
- Experience in community building to understand needs, facilitate interactions, and create opportunities for collaboration
- Familiarity with and connections to culturally specific communities in urban Washington County, Oregon

Knowledge, Skills, and Abilities:

To be successful in this position, an applicant must have:

- Strong written and verbal communication skills (email, phone, one on one conversations, etc.).
- Strong time-management, organization, problem-solving and planning skills
- Interest and enthusiasm for environmental sustainability and community resiliency
- Strong public speaking and educational program delivery skills
- Strong customer service and relationship-building skills

- Proficiency in Microsoft Word, Excel, and Power Point
- Experience with data organization and management

Supervisory Responsibility

The position is not responsible for any supervisory functions or responsibilities.

Interpersonal Communication

There is a high degree of responsibility for interaction and communication with Washington County residents and partner organizations. Communication and interpersonal skills are very important and require some refinement for the successful completion of job responsibilities.

Specific Job Effort

The candidate may encounter new or unusual situations but will have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Contacts with others can include demanding or difficult people. The employee must be able to work in a team/collaborative environment.

Job Conditions

The work environment has moderate hazards or obstacles. There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, or interactions of a disagreeable nature, etc. Work may be physically demanding, and may require walking on uneven terrain, and outdoor work in inclement weather. The physical office of the Tualatin River Watershed Council is in Hillsboro, Oregon. A hybrid work setting that includes working in the office, at home, and in the field is expected.

Compensation

- Salary Range \$60,000 - \$70,000 (Dependent on Experience)
- Full health and dental benefit
- Simple IRA retirement account (3% organizational match)
- Sick Time: 6.2 hours accrued monthly
- Vacation Time: 10 hours accrued monthly
- Holidays: 10 paid holidays annually

Submission Process

- Deadline: September 12, 2025
- Please email a cover letter, resume, and three professional references to trwc@trwc.org:
- Materials should be addressed to:
 Scott McEwen
 Executive Director
 Tualatin River Watershed Council