

Position Title: Aquatic Projects Manager

Agency/Location: Middle Fork Willamette Watershed Council

**Responsibilities:**

The MFWWC seeks to hire a skilled and talented Aquatic Projects Manager to be the lead staff person for channel and floodplain restoration projects as part of the Habitat Restoration Program. The APM will work closely with the Restoration Specialist, Executive Director, and other staff, landowners, grantors and partners to conduct strategic planning and develop and implement projects within the Council work plans.

**Duties and Responsibilities**

- Promotes and continues the development of the Program mission and structure;
- Writes successful grant proposals and acquires funding to support the Program;
- Develops and manages contracts and project budgets;
- Coordinates with a diversity of partners, public and private landowners, NGOs, contractors and other MFWWC programs to meet the common goals for restoration in the watershed;
- Disseminates information about our program findings and accomplishments through report writing, web and newsletter publications and presentations at meetings;
- Supports field operations and secures and supervises contract labor to perform services necessary to complete planning and restoration work;
- Engages landowners in restoration program efforts and works cooperatively with landowners, coworkers, volunteers, partners and the public;
- Develops and implements monitoring plans to measure and document effectiveness of restoration projects;
- Participates in council activities and meetings as requested;
- All other duties related to the Program as assigned; and
- Follows and supports MFWWC policies and procedures;
- Establish nature of work and deadlines and ensure they are met;
- Propose and implement procedures to improve work flow and responsiveness

**Qualifications:**

The ideal candidate will have a working knowledge of hydrology, fisheries, river and floodplain dynamics, experience in land management practices, and channel restoration science. The candidate will have experience in floodplain and channel enhancement projects, project management, working with public and private landowners and completing successful collaborative projects. The candidate must have excellent written and verbal communication skills, the ability to work well independently and as a team member, and a passion for working on behalf of clean water, fish and wildlife habitats and for the Middle Fork Willamette Watershed and its community. Candidate must be able to work outdoors in inclement weather and mountainous terrain.

**Minimum Required Qualifications:**

- Master's of Science Degree in hydrology, geology, geomorphology, fisheries biology or a related field with two years experience or a Bachelor's of Science Degree plus five years experience;

- Experience developing and managing habitat restoration projects (riparian and channel);
- Experience conducting environmental monitoring, and managing and analyzing data;
- Experience managing multiple/complex projects simultaneously;
- Project management skills including: knowledge of and experience with contract development and oversight, project planning, budgeting, permitting and producing legally sufficient documents;
- Demonstrated proficiency with Microsoft Office, Excel, PowerPoint, ESRI GIS software, and Adobe PDF;
- Ability to work with diverse perspectives, maintain confidentiality, skills for consensus building;
- Experience writing grant proposals and successfully acquiring grant awards;
- Reliable transportation.

Salary: \$42,000 + benefits DOE

To apply for this position, submit all of the following:

- A cover letter;
- Curriculum Vitae or Resume;
- A writing sample of no more than 3 pages (e.g. grant proposal or technical report); and
- Contact information for three professional references

Application packet must be received by:

Tuesday, August 30, 2011 by 5:00 pm. No late submissions will be accepted. Review of applications will occur on August 31, 2011. Interviews will occur by September 13, 2011.

E-mail application packets to: [director@mfwwc.org](mailto:director@mfwwc.org)

Please direct questions for this position to: Eve Montanaro, Executive Director

E-mail: [director@mfwwc.org](mailto:director@mfwwc.org) Phone: 541-937-9800

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Elise Ferrarese

Restoration Specialist

[Middle Fork Willamette Watershed Council](http://www.mfwwc.org)

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