



## Noxious Weeds Coordinator

The Coos Watershed Association (CoosWA) is seeking a dynamic, creative, entrepreneurial Noxious Weeds Coordinator to lead its efforts to restore habitat and promote native plant communities in the Coos watershed. CoosWA is a 501(c)3 non-profit organization founded in 1994, with an annual budget of approximately \$1,500,000 for assessment, restoration projects, and monitoring in the 610-square-mile watershed and beyond.

### Position Description

The Noxious Weeds Coordinator will work with public and private landowners to develop noxious weeds control projects, write grant proposals, implement restoration projects, manage grants/contracts, and participate on the restoration crew as needed. The Noxious Weeds Coordinator will promote and maintain positive relationships with private landowners, public agencies, conservation organizations, foundations, and local, state, and federal government agencies.

### Job Responsibilities

1. Coordinate with landowners, agencies, technical experts, and CoosWA staff to design and implement weed control projects consistent with landowner goals and current Best Management Practices.
2. Develop and manage funding sources (grants, cooperative agreements, fee-for-service contracts, etc.) to support the Noxious Weeds Coordinator position and the restoration crew.
3. Manage project budgets, permits, land use agreements, contracts, and grant reports; coordinate, supervise and inspect the completed work of contractors.
4. Hold an active herbicide applicator license for the state of Oregon and complete the necessary trainings to keep an applicators license up-to-date. Implement best management practices, including proper safety procedures when applying herbicide.
5. Document all project activity to accurately complete reports on time and with all necessary detail.
6. Attend and participate in County Weed Board, Gorse Action Group, South Coast CWMA and other local and regional noxious weed meetings.
7. Fill in on the restoration crew as needed
8. Develop outreach materials, present to interested stakeholders, and engage the public on noxious weeds awareness
9. Contribute to Association's broader outreach activities
10. Participate in board activities as needed
11. Actively participate in staff and other team meetings
12. Communicate respectfully and effectively with other staff, supervisors, board and partners
13. Maintain a team player mentality and pitch in as needed to help ensure all aspects of the Association's work is successful
14. All other duties as assigned

## Required Qualifications

- Bachelor's degree in natural resources, biology, ecology, forestry, botany, environmental science or related field and at least 2 years of experience in natural resource management work OR Master's degree in a related field and 1 year of experience
- Familiarity with invasive species ecology, standard ecological restoration and revegetation techniques, and general knowledge of plant species (preferably of the Pacific Northwest)
- Project management experience including preparation of budgets, tracking of expenditures, and preparation of required financial and project completion reports
- Proven ability to communicate effectively both orally and in writing
- Effective leadership and an ability to be productive in a collaborative work environment
- Computer skills including GIS, Microsoft Office, and GPS equipment
- Ability to adjust to a variable work schedule based on project needs (i.e., early mornings, long hours, seasonal fluctuations, etc.) and ability to work in varied work environments and conditions (i.e. cold temperatures, hot temperatures, windy, wet, dry, etc.)
- Strong organizational skills with an attention to detail and multi-tasking in a dynamic, high-paced office work environment

## Preferred Qualifications

- An herbicide applicators license is strongly desired. If the applicant does not have an applicator license, they will be required to apply for one within 60 days of employment.
- Experience with plant identification
- Demonstrated track record of success in grant writing, including preparation of applications, coordination with funders (local, state, and federal agencies, and private foundations), and execution of reports
- Experience with a graphic design program such as InDesign, Publisher, Canva, etc. is helpful
- Collaborative work style that brings parties with differing interests to a common outcome

## Salary and Benefits

Competitive salary depending on experience and qualifications will be within the starting range of \$31,000-\$35,360. Benefits include paid vacation, holidays, and sick leave; retirement plan; medical benefits; and training opportunities.

## To Apply

Applicants should submit a cover letter with earliest available start date, names and contact information of three references, and a resume that includes relevant coursework, trainings, and certifications. Please email as one document to [cpark@cooswatershed.org](mailto:cpark@cooswatershed.org) by **3:00pm Pacific Time Thursday, May 30, 2019**. Applicant must be available for in-person or Skype interview June 3<sup>rd</sup> or 4<sup>th</sup>. Candidate will be selected by June 6<sup>th</sup>. Ideally, the hired individual would be available for training with the current Noxious Weeds Coordinator June 10<sup>th</sup>–14<sup>th</sup> even if they are unable to be a fully employed by the Coos Watershed Association until a later date.

## For More Information

Contact Cyndi Park by email at [cpark@cooswatershed.org](mailto:cpark@cooswatershed.org)