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Job Announcement Restoration Project Manager Crooked River Watershed Council

The Crooked River Watershed Council (CRWC) is a non-profit organization promoting stewardship of natural resources in the Crooked River Watershed to ensure sustainable watershed health, functions, and uses for conservation and economic benefits. The Watershed Council area of interest includes all lands that drain into the Crooked River, covering 2.9 million acres, mostly in Crook County (central Oregon). The CRWC Board is comprised of representatives from state and federal agencies, local government, and private landowners. CRWC provides technical and financial assistance to landowners for the implementation of stream and upland restoration projects, conducts watershed monitoring, and promotes education about watershed stewardship.

Position:

The Crooked River Watershed Council is seeking a talented and motivated person to supervise and manage all tasks related to restoration project activities in the Crooked River Watershed. Reporting to the CRWC Coordinator, the Project Manager will be responsible for managing current restoration projects as well as developing and managing future projects in the area.

Core Duties:

- Manage all aspects of watershed restoration projects, working in collaboration with staff, contractors, funding sources, and partners
- Oversee project implementation, supervising staff and contractors as needed
- Work with private landowners to develop potential projects and maintain existing relationships
- Secure necessary permits prior to initiating restoration projects
- Develop grant applications to support restoration and monitoring efforts associated with projects, including necessary funds for project management
- Secure contractors for restoration projects, utilizing an appropriate bid/award system
- Manage project finances, in conjunction with staff and Fiscal Agent
- Complete project reporting tasks as outlined by funding sources
- Build and sustain partnerships necessary to effectively implement restoration projects

Additional Duties:

- Assist with the development of Action and Strategic Plans based on the Lower Crooked River Watershed Assessment, related to restoration efforts as well as project prioritization
- Coordinate technical expert involvement in restoration project design and prioritization
- Work closely with Coordinator on developing and maintaining programs and activities necessary to support restoration projects
- Other relevant tasks as required

Salary:

The Project Manager salary range is \$35,000 to \$40,000 per year including benefits and is dependent on experience. Opportunities for salary increases will be based on annual performance evaluations and the recommendation of the Watershed Council Board. The position is grant funded and dependent on the successful development of grant funded projects. The position commitment will be based on one year and will be renewed pending available funding.

Qualifications:

Applicants should hold a minimum of a bachelor's degree in natural resource management, environmental science, forestry, range science, fisheries management, hydrology or related discipline. Preference will be given to applicants with at least two years of experience developing and implementing watershed restoration projects and those with strong written and oral communication skills, grant writing experience, the ability to manage multiple projects simultaneously, and who are comfortable and effective at working with private land owners.

The Crooked River Watershed Council is based in Prineville, OR. Duties will combine both indoor and outdoor tasks, requiring the ability to work in variable weather conditions and terrain. Work will primarily be conducted on private lands with some overlap with public land.

Applications must be received by 5:00 PM November 20, 2009. Please send a cover letter, resume, and contact information for 3 professional references to: Craig Carr, Coordinator, Crooked River Watershed Council, craig@crwc.info.