



**JOB ANNOUNCEMENT**  
**Feb. 6, 2023**

**Application Deadline: Feb. 28, 2023**

**Job Title: Aquatic Restoration Project Manager**

**Job Type:** ¾ or Full-time FLSA non-exempt

**Salary:** \$46,000 - \$85,000 annually (DOE); benefits include a healthcare stipend, vacation and sick time off, 6 holidays, flexible hours, and matching contributions to a retirement savings plan.

**Location:** Ruch/Applegate, OR and Remote

This position requires the successful applicant to be available locally. Work can be conducted from our office in Ruch or from a home office. APWC has a family-friendly environment, and a flexible work schedule that occasionally include weekends.

**About the Applegate Partnership & Watershed Council:**

The Applegate Partnership & Watershed Council (APWC) is a small non-profit organization promoting ecological, economic and community well-being in the Applegate Watershed through on-the-ground projects and strategic collaborations. Our organization has implemented successful restoration and outreach projects across the watershed since the early 1990's based on values of inclusion, mutually beneficial partnerships, resilience, and transparency. Our small staff and supportive Board of Directors focus our efforts on instream, riparian, irrigation efficiency, upland fuels, and outdoor education projects in our highly diverse 500,000-acre Applegate River Watershed. The Applegate River is a major tributary of the Rogue River, nestled in southern Oregon. [www.applegatepartnership.org](http://www.applegatepartnership.org)

**About our Position:**

The Aquatic Restoration Program is a key component of the APWC's mission and Strategic Plan for watershed restoration. The project manager will help guide and develop the APWC's Aquatic Restoration Program by managing currently developed projects and identifying new restoration projects. They will be the primary driver in developing, funding, implementing, monitor, and managing all aspects of our current and future instream habitat restoration projects, including fish passage, irrigation efficiency, and large woody debris, throughout the Applegate watershed. Resulting projects will improve conditions for the benefit of aquatic life, wildlife, plants, communities, and community members.

Local partnerships are a key element to all projects in the Applegate Watershed. The project manager will closely collaborate and coordinate with APWC staff, a broad group of partnering entities including but not limited to the Bureau of Land Management, US Forest Service, Soil & Water Conservation Districts, Oregon Department of Fish & Wildlife, Oregon

Water Resources Department, and local community members and landowners. These partnerships are essential in developing strong projects and are an extremely important component of this position.

Under the general direction of the Executive Director, the Aquatic Restoration Project Manager will be responsible for performing the following project management activities:

- Projects & Partnerships (~20%): continue to build and maintain relationships with our project partners to develop and implement projects consistent with the APWC's mission and strategic plan, landowner/land manager/water right holder goals, and current regulatory agency requirements.
- Project Administration (~25%): develop and manage restoration project applications, budgets, grant reports, permits, and land manager/ landowner/ water right holder agreements and project outreach materials.
- Contracted Services Management (~15%): coordinate contractors including seeking and reviewing bids, awarding and negotiating contracts, overseeing contractors, and inspecting contractor work.
- Program Development (15%): cooperate with APWC staff to assess opportunities, conduct landowner and resource agency outreach to develop priority aquatic restoration projects, develop and steward partnerships, and seek funding to engineer and implement aquatic restoration projects.
- Fundraising (~10%): seek out funding opportunities to support the program. Develop and submit grant application packages. Maintain working relationships with funders.
- Monitoring (~10%): monitor restoration projects and communicate project-related information.
- Outreach & Education (~5%): cooperate with APWC staff and other programs to develop and implement outreach and educational material for the APWC and its outdoor education programs.

The Aquatic Restoration Program Manager will direct contractors and consultants on projects within their areas of responsibility. Where necessary in the performance of their duties, the Aquatic Restoration Project Manager will supervise or lead other staff and volunteers and can expect to occasionally assist APWC staff with projects outside of their direct responsibilities.

#### **Minimum Qualifications:**

Education: A Bachelor's degree in biology, civil engineering, ecology, fisheries, hydraulic engineering, hydrology, natural resources, or a closely related major.

Experience: At least two years' experience with environmental restoration/ remediation, with at least some experience with instream construction. Preference will be given to candidates demonstrating specific experience related to instream excavation, fish passage (dam removal, fishway construction, bridge/ culvert removal and installation), irrigation efficiency, large wood installation, and monitoring in aquatic and near stream environments.

#### **Desired Qualifications:**

- Initiative and desire to operate independently with minimal oversight.

- Leadership with a desire to learn and be innovative.
- Ability to manage multiple projects at various stages of development with strong understanding of deadlines related to producing grant applications, proposals, reports, and permit applications.
- Experience developing and managing grant applications and agreements, RFPs, contractual agreements, scopes of work, budgets, and schedules with multiple contractors such as engineering firms, construction contractors, and grantors.
- Ability to develop effective partnerships with private landowners and public regulatory personnel to develop and implement projects.
- Ability to communicate verbally and in writing with parties in varying backgrounds.
- Ability to work outdoors in a variety of terrain and conditions.
- Grant writing experience.
- Familiarity with GIS, data management, and Microsoft suite.
- Ability to train and supervise staff and volunteers in the performance of project activities in the field.

#### **Working Conditions and Physical Requirements:**

The Aquatic Restoration Project Manager will have an opportunity to work from the APWC office in Ruch and your home office. There will be work situations that demand being outdoors in all weather conditions and on uneven terrain. A valid driver's license, proof of insurance, and a good driving record are required. Some work on weekends and during evening hours will be necessary.

#### **Application Instructions:**

Applications must include the following information:

1. Cover letter (not to exceed 2 pages)
2. Resume
3. Three professional references with names, phone number, and email address

**Email your application packet to Janelle Dunlevy [janelle@apwc.info](mailto:janelle@apwc.info) before 5:00 PM Pacific Standard Time on Tuesday, February 28<sup>th</sup>.**

The Applegate Partnership & Watershed Council is seeking to fill this position by March 15, 2023, with a start date no later than April 15, 2023. The Applegate Partnership & Watershed Council reserves the right to evaluate any candidate immediately upon submission of their application and may offer candidates interviews or employment prior to February 28, 2023.

***Applicants are encouraged to submit materials in advance of the closing date.***

#### **For More Information:**

Please contact Janelle Dunlevy, Executive Director at 541-899-9982 or email at [janelle@apwc.info](mailto:janelle@apwc.info)