

***Full-time Position Open – accepting applications through Tuesday July 16th, 2024***

## ***Job Description: Project Coordinator, Oswego Lake Watershed Council***

OLWC is hiring a highly organized Project Coordinator to support the Executive Director and community partners in the development of the Lake Oswego Oregon White Oak Strategic Action Plan. This position will also coordinate stewardship volunteer engagement in natural area restoration at 10 sites within the City of Lake Oswego.

The Oswego Lake Watershed Council (OLWC) is a locally organized, non-profit, non-regulatory watershed stewardship organization established to improve the condition and health of the Oswego Lake watershed including the urban forest and its stream network.

The mission of the OLWC is to foster stewardship, education, participation, and financial support for the purpose of the conservation, restoration, enhancement, and maintenance of watershed functions that achieve and sustain a healthy watershed. Our vision is of streams, wetlands, riparian forests, upland forests/trees, Oswego Lake, and other natural resources working together as a sustainable ecological system that supports good water quality, productive habitat for native plant and animal communities, and enhanced quality of life for city residents.

Oswego Lake Watershed Council strives to be a welcoming, equitable, just, and inclusive organization. We are working to actively include cultures, world-views, and other ways of knowing that have been historically excluded from the Western scientific worldview, which has informed much of our existing land stewardship practices. The Council is committed to advancing environmental justice and doing our part to enrich the lives of all people who interact with the Oswego Lake Watershed and play integral roles in its ecological functions. Learn more about our equity and justice work at <https://www.oswegowatershed.org/equity-and-inclusion/>

OLWC recently acquired funding from Oregon Watershed Enhancement Board (OWEB) to develop the Lake Oswego Oregon White Oak Strategic Action Plan. This project will bring together key landowners, partners, rightsholders and stewards including residential land owners, Homeowners Associations, Lake Oswego Public Schools, City of Lake Oswego, Tribes, and business owners. This engagement will result in restoration projects and improved stewardship of oak habitat, supported by a strategic action plan that addresses protection and enhancement practices, project financing, and implementation.

### **Project Coordinator Responsibilities:**

**Oak Engagement (50%)** - Engage with private landowners, partners, and city organizations to develop the Lake Oswego Oregon White Oak Strategic Action Plan (LOOSAP)

- Work with the Executive Director to recruit and coordinate community partners, technical advisors, and volunteers serving on the LOOSAP steering committee. Schedule meetings and keep meeting notes.
- Landowner engagement - Secure permission to access and monitor oak trees on private property.
- Recruit and train volunteers to engage landowners in the assessment and care of Oregon White Oaks on their property.
- Support the annual Urban Forest Summit
- Develop and compile oak materials for landowner and community forest engagement
- Engage with partners including the City of Lake Oswego, Lake Oswego School District, Clackamas Soil and Water Conservation District, Tribes, Oregon Watershed Enhancement Board, Lake Oswego Corporation, Homeowners Associations
- Oak Inventory - Recruit, train, and supervise community science volunteers to inventory significant oaks throughout the 1900-acre project area. Volunteers will include Urban Forest Committee members, LOSD students, and community members. Assist the Executive Director in data management.

#### **Stewardship Volunteer Management (40%)**

- Lead stewardship volunteers at events at OLWC restoration sites including scheduling events and recruiting volunteers.
- Manage stewardship volunteer program - develop and implement a program to recruit, train, support, and recognize stewardship volunteers.
- Facilitate monthly Urban Forest Committee meetings. This group works to engage neighbors in neighborhood restoration efforts.
- Maintain a database of volunteers.
- Support special projects with interns and local workforce development partners.

#### **General Organizational Responsibility (10%)**

- Attend board and committee meetings
- Record keeping and grant reporting

#### **Qualifications:**

- Educational background in ecology and/or local natural history. Bachelor's degree or equivalent work experience.
- Experience working on upland and riparian habitat restoration including invasive plant removal, planting, and erosion control.
- Experience managing volunteers including recruitment, support, and recognition.
- Experience working with databases and ArcGIS mapping programs.
- Proficiency in native and non-native Pacific Northwest plant identification.

- Ability to schedule and organize stewardship volunteer events.
- Commitment to advancing environmental, social, and racial justice.
- Strong verbal and written communication skills.
- Ability to organize and facilitate committee meetings.
- Ability to work independently and manage time effectively.
- Demonstrated timeliness with meeting key deadlines.

**Position requirements:** This position is hybrid, including virtual, in-person meetings, and field-based activities. In addition the position requires the applicant to be able to:

- Traverse uneven ground and lift up to 30 lbs
- Work outdoors in inclement weather.
- Work on weekends and evenings as necessary.

**This is a full-time position. Salary: \$58,240/year (\$28/hr)** Benefits: health and dental insurance, flexible paid time off, 13.5 paid holidays per year, mileage reimbursement, and technology stipends. Additional benefits include training and professional development opportunities. Half of the position funding is supplied by a two-year OWEB Oak Engagement Project. It is the intent of OLWC to continue to procure funding to allow the full-time position to continue long term. Preferred Start Date: August 2024

We are most interested in finding the best candidate for the job, and that candidate may not meet every one of the listed Qualifications. Lived experience may count towards the qualifications. If you are excited about this position, we encourage you to apply.

The Oswego Lake Watershed Council does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status.

**Application Process:**

Email a cover letter and resume to Stephanie Wagner, OLWC Board Chair, at [stephanie@natureed.org](mailto:stephanie@natureed.org). Your cover letter should address how you are well-suited to working with community groups and volunteers, your technical skills and experience as outlined in the job description, and how you see this position aligning with your personal values and professional career goals.

Address any questions to Jack Halsey, OLWC Executive Director, [jack@oswegowatershed.org](mailto:jack@oswegowatershed.org).

**Applications will be reviewed on a rolling basis. Applications close on Tuesday July 16th at 11:59pm**