



# Job Description

## Conservation Programs Assistant

**Position Title:** Conservation Programs Assistant  
**Reports to:** Conservation Programs Manager, Designated Board Supervisor  
**Pay Range:** \$18.50 - \$20 / hour (DOE)  
**Supervisor:** Conservation Program Coordinator  
**Status:** Full Time, non-exempt/at will  
**Date Posted:** August 18<sup>th</sup>, 2020  
**Deadline:** September 2<sup>nd</sup>, 2020 at 5:00 PM PST

To apply, please email a one page cover letter, resume, and three professional references as one combined PDF document **with the following naming convention:** "LastName\_FirstName\_LSWCD\_CPA.pdf" to Jen Hayduk at [jen@lincolnswcd.org](mailto:jen@lincolnswcd.org) by 5:00 PM PST Wednesday, September 2<sup>nd</sup>, 2020. This listing and additional program background can be found on our website: [www.lincolnswcd.org](http://www.lincolnswcd.org)

**About the Lincoln Soil and Water Conservation District:** Since 1955, the Lincoln Soil and Water Conservation District (LSWCD) has worked to enhance and protect the quality of soil, water, and other natural resources related to agricultural, forested, urban and rural lands across Lincoln County, Oregon. By building diverse coalitions of stakeholders and partners, providing high quality education and technical assistance, as well as designing and implementing habitat restoration projects on working lands, the District offers science-based solutions to manage, protect, and improve natural resources for future generations. Our conservation goals are based on guidelines set forth in the Mid-Coast Agricultural Water Quality Area Plan (as administered by the Oregon Department of Agriculture), the Oregon Department of Environmental Quality's Nonpoint Source Pollution Reduction Program, and the Oregon Plan for Salmon and Watersheds.

Located in Newport, Oregon, LSWCD works to understand and meet the evolving environmental challenges and community needs of the mid-coast region - from sandy beach towns, to rich agricultural valleys, to salmon bearing waterways, and active timberlands. LSWCD, like the other 44 soil and water conservation districts across the State, is a non-regulatory government agency established by State Legislature for the purpose of supporting renewable natural resources in cooperation with private landowners. District financial resources are provided primarily through competitive grants, interagency agreements, and



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direct service contracts. Current funding for this position is **secured for one year** from date of hire, and long-term funding is subject to the candidate's ability to secure grants at the Federal, State, and local level with guidance and support from the Conservation Programs Manager and members of the Board.

**JOB SUMMARY:** The Conservation Programs Assistant is a full-time position, working primarily five days / week or 40 hours / week. The position's specific schedule is dependent on seasons, weather, and project needs - including early mornings, evenings, and occasional weekends as required to conduct effective outreach, attend meetings, or to carry out field-based planting or invasive species control activities. This role takes on a general array of hands-on stewardship and related administrative duties related to Lincoln SWCD's water quality, invasive species, watershed restoration, and monitoring programs.

Supervised by the District's Conservation Programs Manager and publicly elected Board of Directors, the Conservation Programs Assistant works independently as well as in a small team environment, is well-organized and is an excellent multi-tasker, utilizes exemplary communication skills in the office as well as in the field, works with stakeholders from diverse backgrounds and maintains a positive, professional attitude with fellow District employees, contractors, landowners, partners, and members of the public. The Conservation Technician participates in fundraising efforts to support land protection and stewardship, including securing and managing grants from multiple funders. Many essential duties and tasks for the position are seasonally-dependent or depend on specific funding sources. Percentage of time for each component from the position are annual estimates. Day to day break down of tasks may vary.

### ESSENTIAL DUTIES AND TASKS

#### FIELD WORK (20%)

- Interpret maps, aerial photography, soils information, tax lot information and other technical resources to assist residents of Lincoln County related to land use challenges and solutions;
- Use ArcGIS software to build cartographic products, collect data using handheld GPS units in the field, and organize and maintain a local database of shape files, metadata, maps, and past District projects for use in planning and reporting;
- Conduct dynamic water quality monitoring within streams, rivers, domestic wells, and



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urban areas during low and high flow events in all weather - learn and follow various sampling protocols, accurately record data, calibrate and properly care for scientific instruments, coordinate sampling schedules, drive times, and lab deliveries, as well as manage project budgets and draft reports;

- Work with Program Manager to design, track, and manage complex restoration project tasks, communicate regularly with landowners, funders, partners, and contractors to finish projects effectively and on time;
- Coordinate orders, pick-ups, field schedules, and participate in planting/fencing of trees and shrubs within District restoration sites out of doors on rough terrain;
- Plan and implement noxious weed control.
- Contact landowners for access permissions, obtain letters of authorization to apply control (manual/pesticide) treatments, continuously maintain a current and organized database of landowner contacts, documents, and treatment histories.

### **COMMUNITY STEWARDSHIP AND OUTREACH (40%)**

- Prepare outreach materials and presentations, attend community events, and educate the public about District programs and services;
- Work closely with Program Coordinator to design and carry out extensive community engagement plan within District's focus watershed area in order to develop future restoration projects and partnerships.
- Provide technical support to members of the public directly via face-to-face contact, telephone, and email correspondence to advocate for and promote natural resource conservation with rural and urban property owners;
- With Program Coordinator and USDA Natural Resources Conservation Service (NRCS) Field Office staff, develop conservation and restoration plans incorporating principles, methods, and techniques described in the NRCS Field Office Technical Guides and other accepted watershed restoration practices;
- Assist Oregon Department of Agriculture (ODA) officials with agricultural water quality compliance assessments as needed;
- Represent the District's interests with other conservation districts, watershed councils, organizations, public officials, and urban and rural landowners;

### **GRANT DEVELOPMENT & ADMINISTRATIVE SUPPORT (30%)**

- Complete quarterly milestones and reporting associated with ODA Scope of Work,



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- effectiveness monitoring, biennial planning activities, and Vegetation Assessments utilizing GIS software, Lidar, and aerial photography;
- Compose and deliver reports to funders such as the Oregon Watershed Enhancement Board (OWEB);
  - Support Program Coordinator in successful grant development processes by conducting background research, creating accurate maps and graphs, participate in iterative writing process, meet grant deadlines, and work in a team to find new and creative funding opportunities that serve community needs;
  - Compose monthly reports to LSWCD Board of Directors and participate in monthly evening meetings;
  - Work independently and as part of a team to prepare public Board Meeting announcements and meeting agendas, mail documents to Board Members, record/correct meeting minutes, file public records with the Oregon Department of Agriculture, and file and maintain Board meeting archive on District website;
  - Participate in regular team meetings to coordinate work, establish priorities, delegate responsibilities, and collaborate on plans and budgets;
  - Participate in professional development opportunities to advance skills and knowledge to further technical background and increase overall District capacity;
  - Work with Program Coordinator to compose and send out monthly E-Blasts, update social media, and maintain LSWCD website.

### **OTHER (10%)**

- Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**EDUCATION:** BA or BS in Natural Resource Management, Environmental Science, Environmental Studies, Biology, Agronomy, Forestry, Soil Science, Ecology, or a related field, or a minimum of 5 years of practical experience in the above fields.

**WORK EXPERIENCE:** Minimum 2-5 years professional experience involving:

- Stream, wetland, riparian or upland restoration;
- Data collection and monitoring following protocols and using scientific instrumentation;
- Stakeholder and community engagement;



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- Native plant community stewardship and site maintenance;
- Environmental education, outreach, and networking;
- Grant writing, scientific writing, or professional writing;
- Budget management;
- Understanding and use of ArcGIS, ESRI Collector, and handheld GPS units;
- Familiarity with Microsoft Word, Excel, PowerPoint and Access;
- Working knowledge of native Oregon plant communities.

**VEHICLE USAGE:** Possess a valid Oregon Driver's license, good driving record, appropriate insurance and a reliable vehicle for use on the job. All mileage is reimbursed at the State rate.

### **OTHER DESIRABLE SKILLS/EXPERIENCE:**

- Masters Degree or advanced certification in applicable fields;
- Possess or have an ability to obtain an Oregon Public Pesticide Applicator's license
- Comfortable working both independently and in a team setting;
- Ability to work under pressure with tight deadlines, and successful time management and multi-tasking skills;
- Effective communication skills including but not limited to public speaking, science communication, technical writing, and active listening;
- Ability to work with diverse stakeholders to develop positive working relationships, especially with co-workers, landowners, rural communities, tribal entities, and government partners;
- Problem-solving and organizational skills with attention to detail, record-keeping, and project management that include long- and short-term budget tracking;
- Ability to work in a variety of outdoor conditions, including rugged terrain and inclement weather;
- Education or experience in Oregon coastal ecology and environmental topics;
- Experience recruiting and managing volunteers.

### **SUPERVISION AND GUIDANCE**

The Conservation Programs Assistant takes direction from the LSWCD Conservation



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Programs Manager, the designated Supervisory Board Member, and District Manager where/when applicable.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

This position requires approximately 30 - 70 % in office. This may require sitting and working at a desk in front of a computer screen for long periods. The position involves travel to training and meetings. Travel for training and meetings may be outside of the normal workday and may require occasional evening, early morning and/or weekend work hours.

Depending on the season, this position requires approximately 20-40% work in the field. This involves meeting with Landowners, inspecting potential, on-going, and completed restoration projects, assisting or leading workshops/outreach events/tours, participating in site prep and planting work, carrying out invasive species removal programs either by watercraft or by hiking through woodlands. This position requires working on and around farms and ranches, rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep slippery, muddy, rocky, or other hazardous terrain in all weather. The position may involve long periods of standing, walking, or hiking.

This position requires approximately 10% engaging in activities to be determined.

This position serves as an "at will" employee of the Lincoln SWCD. This position is a 40-hour work week, dependent upon funding from active and future grants. Working schedule will be highly varied and may include some overnight travel, early morning and evening meetings, occasional work on weekends, and time spent out of the office with landowners, contractors, and partners.

To perform the duties of this position, the Employee must serve as an incidental motor vehicle operator during daylight hours and after dark. The Employee is required to have a valid Oregon driver's license, valid insurance and a good driving record. The Employee must be able to own, operate, and insure a personal vehicle as part of this position with reimbursement based on the current IRS mileage rate and paid to the employee within each pay period.

### **SAFETY:**

The Conservation Programs Assistant shall perform all duties in a prudent and sensible manner, following established safety protocols for field work, vehicular use while on the job,



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watercraft use, and in an office setting. All District Employees are expected to follow all rules of the road in the State of Oregon at all times and maintain a clean driving record. Employees are expected to wear suitable clothing and required Personal Protective Equipment (PPE) for the type of work they are performing (indoor, outdoor, etc.). This includes but is not restricted to boots, waders, hats, gloves, eye and ear protection, with additional uniforms and PPE provided by the District as needed.

### **BENEFITS:**

Accrued paid sick leave, accrued vacation time, and 10 paid legal holidays are provided to all full time District employees. Flexible unpaid personal leave periods are also optional as negotiated with Programs Manager, team schedules, seasonal workload, and Board Approval. Health benefit match stipend provided, if requested, as a part of a total compensation package and may be subject to altering rate of base pay based on discussion with Board Secretary, District's Fiscal Provider, and annual budget allowances.

**Lincoln Soil and Water Conservation District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Lincoln SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.**

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Questions? Please call 541-265-2631 or email [jen@lincolnswcd.org](mailto:jen@lincolnswcd.org)