



## Watershed Project Manager

### **Compensation and Benefits**

**Starting salary:** \$25.00 to \$28.00 (DOE)  
(Potential pay increase following a 90-day probationary period)

**Medical benefits:** The WWBWC offers a comprehensive medical plan to full-time and permanent employees and their families, including medical, dental, and vision coverage. The plan is designed to provide employees and their dependents access to high-quality healthcare services covered by the WWBWC.

**Retirement benefits:** The organization offers a retirement plan to eligible employees. The plan is designed to help employees save for retirement and includes a company match to encourage participation.

**Paid time off:** The Watershed Project Manager position offers eligible employees paid time off (PTO), including vacation, sick leave, personal days, and all state and federally-recognized holidays.

### **Position Description**

**Employment classification:** Permanent, full-time, 40 hours/week

### **Position Summary**

The Watershed Project Manager will work closely with WWBWC staff, volunteers, and partners to oversee the development and implementation of watershed projects. The Project Manager will manage multiple projects, develop new projects, and secure funding through grant writing and partnerships. Key areas of focus include urban and agricultural water quality, riparian restoration, habitat assessments, fish passage improvement, and habitat restoration. The Project Manager will represent WWBWC at meetings and public events and in communications with partners and other interested parties.

## Essential Functions of the Position

- **Project Management:**
  - Develop and oversee project work plans, timelines, budgets, permitting, and deliverables for watershed projects.
  - Coordinate work plans with landowners, technical specialists, contractors, and agency partners.
  - Manage, oversee, and conduct fieldwork, including hydrological data collection, habitat monitoring, and ecological surveys.
  - Participate in meetings with project partners and watershed council board, ensuring productive discussions and collaboration.
- **Grant Writing and Fundraising:**
  - Identify funding opportunities and develop strong relationships with funding partners.
  - Write grant proposals, budgets, and reports to secure funding for current and future projects.
- **Community and Partner Engagement:**
  - Build and maintain positive relationships with landowners, public agencies, and other interested parties to advance watershed council objectives.
  - Represent WWBWC in community presentations, public meetings, and outreach events.
  - Provide support to seasonal staff and volunteers involved in fieldwork and restoration efforts.
- **Monitoring and Reporting:**
  - Monitor completed projects to ensure they meet ecological and restoration goals.
  - Collect and analyze data, ensuring that progress reports and grant reports are submitted accurately and on time.

## Minimum Knowledge, Skills, and Abilities

The Watershed Project Manager position requires a blend of technical expertise and strong interpersonal skills. The ideal candidate will demonstrate success in similar roles, with relevant training, education, and experiences that align with the Walla Walla Basin Watershed Council's mission. The candidate should have solid project management abilities, fieldwork experience, data management skills, and the capacity to work both independently and collaboratively. Effective communication with landowners, partner organizations, and team members is essential. Preferred qualifications and demonstrated experience include:

- **Education and Experience:**

A minimum of a Bachelor's degree in natural sciences, environmental management, agricultural sciences, water quality, or a related discipline is preferred. Alternatively, 2-3 years of relevant experience working in natural resource management with an agency, organization, or corporation is highly desirable.
- **Field Data Collection:**

Experience in collecting and managing field data, along with maintaining accurate field notes.

- **Communication and Leadership:**  
Strong written and oral communication skills, along with proven management capabilities, including supervising field staff, volunteers, and interns. Experience in public communication or community outreach (one-on-one, group settings, or public speaking) is highly beneficial.
- **Project Implementation:**  
Hands-on experience with project implementation, including tasks such as permitting, contracting, and compliance with environmental regulations.
- **Watershed Knowledge:**  
Familiarity with watershed processes, water quality issues, salmonid life history and habitat needs, as well as the management of native and non-native vegetation.
- **Personal Attributes:**  
A dependable, self-motivated, and team-oriented individual with a collaborative mindset.
- **Organizational Skills:**  
Strong organizational abilities, including the capacity to manage and prioritize multiple long- and short-term projects, anticipate needs, and meet deadlines.
- **Technical Proficiency:**  
Proficiency in office software, including Adobe and Microsoft Office (Word, Excel, PowerPoint) for data management, reporting, and presentations. Experience with Excel for dataset management and basic GIS skills are preferred.
- **Driver's License:**  
A valid driver's license with a clean driving record is required. While a company vehicle is provided for most duties, occasional personal vehicle use may be necessary (mileage reimbursement is available).

### **Location/Work Conditions**

The position is based out of the WWBWC office at 810 S. Main St., Milton Freewater, OR. While there will be some office work, most of the work will occur in remote locations in Umatilla County. This position may require the ability to hike into project locations, work a full day, and then hike out or potentially camp overnight on rare occasions.

### **Background**

The Walla Walla Basin Watershed Council (WWBWC) is an independent nonprofit organization whose mission is to enhance, restore, and protect the Walla Walla Basin's native aquatic populations, watersheds, fish and wildlife habitat, and water quality while sustaining a healthy economy. This will be done through community education and collaboration with local, state, federal, and tribal natural resource managers, private landowners, and the public. Additional information about the Council is available at [www.wwbwc.org](http://www.wwbwc.org).

The Walla Walla Basin Watershed Council is an equal-opportunity employer and actively promotes diversity and inclusion in our employment, programs, partnerships, and organizational culture. The Council conducts all aspects of employment without regard to race, color, gender, religion, creed, national origin, marital status, handicap, age, sexual orientation, or other protected classes.

### **Reasonable Accommodations**

The Walla Walla Basin Watershed Council will provide reasonable accommodation to applicants if requested. Please notify the Operations Manager at least three days before the need.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

### **How To Apply**

Please email the following to Wendy Harris, [wendy.harris@wwbwc.org](mailto:wendy.harris@wwbwc.org)

- Cover letter - one page
- Resume - up to two pages
- References - three references

### **Position Open Until Filled**

We are accepting applications on a rolling basis and will continue to review candidates until the position is filled. Interested applicants are encouraged to apply early, as the position may close without notice once a suitable candidate is identified.

Please contact Operations Manager Wendy Harris if you have any questions or need accommodation. [wendy.harris@wwbwc.org](mailto:wendy.harris@wwbwc.org), 541-938-2170