



## Plants Restoration Technician

The Coos Watershed Association (Association) is a 501(c3) nonprofit that was established in 1994 by a diverse group of stakeholders with a mission to support environmental integrity and economic stability within the Coos watershed by increasing community capacity to develop, test, promote, and implement management practices in the interests of watershed health. The Association is governed by a Board of Directors and managed by the Executive Director. To learn more about our work please visit our website: [www.cooswatershed.org](http://www.cooswatershed.org).

The Association is seeking a qualified professional to join our dynamic team and fill the position of Plants Restoration Technician. This is an at will, full-time (min 35 hours/week), hourly, non-exempt position with benefits. The Plants Restoration Technician will work both in the office and field. The Coos Watershed Association is an Equal Employment Opportunity (EEO) provider.

The Plants Program Coordinator is expected to work 10 hour days when conducting field work as a part of the restoration crew (Monday – Thursday 7:00 am - 5:30 pm) and may choose to work 8 hour days when conducting office duties. Forty hours of work every week is not guaranteed; however, there may be other work opportunities within the organization to supplement hours. As per all positions at the Association, this position is 100% grant funded and the applicant will be expected to continue to secure funding for this position

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**Start Date:** December 20<sup>th</sup> or earlier.

**Compensation:** \$16.50-18.50/hour, depending on experience. Benefits include paid vacation, holidays, sick leave, retirement plan, and medical and dental insurance benefits.

**Supervision:** The Restoration Technician is supervised by the Executive Director and works under the daily direction of the Plants Program Manager, and the Restoration Crew Lead when working with the crew.

**Essential functions:** the essential functions of this position require prioritizing and completing all assigned tasks in a timely and efficient manner, adjusting for changing priorities and availability of resources, and demonstrating initiative in identifying future project opportunities. These duties are a representative example of position expectations, actual duties assigned may vary and change depending on funding and Association needs.

- Help facilitate native plant nursery management with direction from the Plants Program Manager. This includes, but is not limited to duties such as: implementing nursery best management practices, maintaining plant inventory, ordering plants, watering, propagating and heeling in plants, collecting plant material, weeding, assisting with infrastructure improvements, grounds keeping, and administrative duties as assigned.
- Conduct weed management in conjunction with CoosWA's restoration program. Hold an active herbicide applicator license for the state of Oregon and complete the necessary

trainings to keep an applicators license up-to-date. Implement best management practices, including proper safety and documentation procedures when applying herbicide.

- Work out in the field with Restoration Crew as needed. This includes duties such as planting, fencing, site preparation, erosion control work, and invasive species removal.
- Conduct vegetation monitoring activities. This includes duties such as: data collection, management, and analyses and report writing.
- Assist CoosWA staff in designing and implementing weed control and native planting projects consistent with landowner goals and current Best Management Practices. Document all project activity to accurately complete reports on time and with all necessary detail.
- Help manage project budgets, permits, land use agreements, contracts, and grant reports; coordinate, supervise and inspect the completed work of contractors.
- Develop outreach materials, present to interested stakeholders, and engage the public on noxious weeds control and native plant awareness.
- Help supervise, mentor, and support a summer youth work crew under the supervision of the Plants Program Manager and Restoration Crew Lead. This includes, but is not limited to: working with the crew on restoration project maintenance, provide training on safe working conditions and ensure protocols are being followed, transport youth crew members to project sites, perform administrative duties as needed, attend Oregon Youth Conservation Corps Crew Leader Training.
- Assist in developing and managing funding resources (grants, cooperative agreements, fee-for-service contracts, etc.) to support the restoration, noxious weed, summer youth crew and nursery programs. This includes working with project managers to develop grant language, budgets and timelines for planting and crew activities and providing information for final reports.
- Work with other Coos Watershed Association programs as needed which may include duties such as road or tidegate surveys, Life Cycle Monitoring surveys, invasive species control, data entry, report/grant writing, or assisting with CoosWA's high school programs.
- Participate in board activities as requested.
- Actively participate in staff and other team meetings.
- Communicate respectfully and effectively with other staff, supervisors, board and partners.
- Create and maintain positive relationships with landowners and other members of the Coos Watershed community.
- Maintain a team player mentality and pitch in as needed to help ensure all aspects of the Association's work is successful.
- All other duties as assigned.

#### **Required Qualifications:**

- Bachelor's degree in botany, natural resources, biology, ecology, forestry, environmental science or related field
- 2+ years of experience in natural resource work
- Strong knowledge of native and invasive plant species to the Pacific Northwest

- Computer skills including GIS, Microsoft Office, and GPS equipment
- Strong interpersonal skills necessary to develop, establish and maintain effective, professional, and collaborative relationships with staff, board, funders, and project partners
- Collaborative work style that brings parties with differing interests to a common outcome
- Excellent proven abilities to communicate clearly both orally and in writing
- Excellent time management skills and ability to be productive in a collaborative work environment
- Ability to work independently and manage multiple projects at the same time.
- Ability to adjust to a variable work schedule based on project needs (i.e., early mornings, long hours, seasonal fluctuations, etc.) and ability to work in varied work environments and conditions (i.e. cold temperatures, hot temperatures, windy, wet, dry, etc.)
- Strong organizational skills
- Must be 18 years old or older
- Must have current driver's license, auto insurance and reliable vehicle to use for work purposes
- Ability to lift 40 pounds
- Ability to work in the field in all types of weather (wind, rain, sun, heat, cold)
- Ability to safely operate, or strong willingness to learn, mechanical equipment (tractor, weed whacker, mower, hand tools)

**Preferred Qualifications:**

- An herbicide applicators license is strongly desired. If the applicant does not have an applicator license, they will be required to apply for one within 60 days of employment.
- Project management experience including preparation of budgets, tracking of expenditures, and preparation of required financial and project completion reports
- Grant writing experience
- Experience with statistical analysis of data
- Familiarity with conventional plant propagation techniques
- Experience working with youth (high-school aged) in an outdoor setting

**To Apply:** Submit cover letter (include start date availability), résumé, technical writing sample (grant, research paper, etc) and contact information for three references to [hutz@cooswatershed.org](mailto:hutz@cooswatershed.org). Review of applications will begin as they are received.

**Application Deadline:** Applications will be considered on a rolling basis as they are received until the position is filled. Applications received after November 24<sup>th</sup> will not be considered.

**Interviews:** Interviews will be scheduled as applications are received.