



Job Title: Noxious Weeds Specialist

Reports To: Plants Program Manager

At-Will, Non-exempt Position

Starting wage rate: \$22.34 to \$27.92 depending on experience

Benefits: Benefits include paid vacation, holidays, sick leave, retirement plan, and medical and dental insurance.

The Coos Watershed Association (Association) is seeking a **Noxious Weeds Specialist** to join the team!

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

About the Association:

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.

Why this Job:

This is your chance to be a part of an organization focused on the betterment of the community. The Association creates a local, nongovernmental network and funding resource so that landowners can easily communicate their issues and opportunities and explore ideas and techniques for land management and watershed health.

The Association takes pride in our commitment to diversity and inclusion of our diverse team of program staff. We embrace and value differences in our culture, education, experience, physical ability, and unique perspectives in our workplace. We invite applications from qualified candidates who share our commitment to serving our community.

Position Summary: The Noxious Weeds Specialist will work with public and private landowners to develop noxious weeds control projects, write grant proposals, implement restoration projects, manage grants/contracts, and participate in the restoration crew as needed. The Noxious Weeds Specialist will promote and maintain positive relationships with private landowners, public agencies, conservation organizations, foundations, and local, state, and federal government agencies.

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.

- Coordinate with landowners, agencies, technical experts, and CoosWA staff to design and implement weed control projects consistent with landowner goals and current Best Management Practices.

- Manages the training, workflow, and schedule for seasonal staff, as well as oversees the daily performance and production.
- Develop and manage funding sources (grants, cooperative agreements, fee-for-service contracts, etc.) to support the Noxious Weeds Specialist position and the restoration crew.
- Manage project budgets, permits, land use agreements, contracts, and grant reports; coordinate, supervise, and inspect the completed work of contractors.
- Hold an active herbicide applicator license for the state of Oregon and complete the necessary training to keep an applicator's license up-to-date. Implement best management practices, including proper safety procedures when applying herbicide.
- Document all project activity to accurately complete reports on time and with all necessary details.
- Attend and participate in the County Weed Board, Gorse Action Group, South Coast CWMA, and other local and regional noxious weed meetings.
- Develop outreach materials, present to interested stakeholders, and engage the public on noxious weeds awareness.
- Fill in on the restoration crew as needed.
- Contribute to Association outreach activities as needed by providing updated information on projects.
- Participate in board activities as needed, as well as 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 are successful.
- All other duties as assigned.

Minimum Qualifications: Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Education and coursework can substitute for years of experience. Typical qualifications would be:

Required Qualifications:

- Bachelor's degree in natural resources, biology, ecology, forestry, botany, environmental science, or related field and at least 2 years of experience in natural resource management work or a Master's degree in a related field and 1 year of experience.
- Familiarity with invasive species ecology, standard ecological restoration and revegetation techniques, and general knowledge of Pacific Northwest plant species.
- Project management experience including preparation of budgets, tracking of expenditures, and preparation of required financial and project completion reports.
- Proven ability to communicate effectively both orally and in writing.
- Effective leadership and an ability to be productive in a collaborative work environment.
- Computer skills including GIS, Microsoft Office, and GPS equipment.
- Strong organizational skills with attention to detail and multi-tasking in a dynamic, high-paced office work environment.

Preferred Requirements:

- Minimum of one year supervising, leading, and/or mentoring youth.
- An herbicide applicator's 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.

- Experience with plant identification and using a dichotomous key
- Demonstrated track record of success in grant writing, including preparation of applications, coordination with funders (local, state, and federal agencies, and private foundations), and execution of reports.
- Experience with graphic design programs such as InDesign, Publisher, Canva, etc. is helpful.
- Collaborative work style that brings parties with differing interests to a common outcome

Supervision: The Noxious Weeds Specialist is supervised by the Plants Program Manager. This position supervises seasonal staff.

Working Conditions: The Association's office is generally open during normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, although our work hours span from 7:00 a.m. to 5:30 p.m., and may include nights and weekends, with some schedule flexibility available with approval. Employees' presence may be required at designated internal and external meetings even if they fall outside your normal workday schedule. The work involves indoor office-type work, and outdoor work including some strenuous physical exertion such as lifting objects weighing in excess of 50 pounds and walking with a backpack sprayer for extended periods of time while also safely traversing rough terrain. The employee may be exposed to a variety of potential hazards associated with working near water, traffic, and working with and around chemicals. The employee on occasion will be required to traverse uneven terrain, for up to 10 miles per day, along with the ability to drive an ATV.

Employees must be able to adjust to a variable work schedule based on project needs (i.e., early mornings, long hours, seasonal fluctuations, etc.) and the ability to work in varied work environments and conditions (i.e. cold temperatures, hot temperatures, windy, wet, dry, etc.)

How to Apply

Submit a cover letter (including start date availability), résumé, technical writing sample (grant, research paper, etc.), and contact information for three references to hltz@cooswatershed.org. Review of applications will begin as they are received.

Application Deadline: Applications must be submitted **by February 27th at 12 pm**. Applications will be considered as received, applicants are strongly encouraged to apply before February 23rd.

Interviews: Interviews will be scheduled as applications are received. If not scheduled prior, interviews will occur February 29th – March 7th via Zoom or in person in Coos Bay.

The Association is an Affirmative Action/ Equal Employment Opportunity Employer.