

**CONTRACTED JOB OPENING ANNOUNCEMENT
MCKENZIE WATERSHED STEWARDSHIP GROUP MANAGER**

Position: Stewardship Group Manager

Location: Flexible with meetings in Eugene, OR and McKenzie, OR. (Currently using Zoom)

Type: Contracted/Self-Employed

Rate: \$40 - \$45 per hour (DOE)

Dates: Start date ASAP; longevity of position based on funding

Hours: 20-40 hours/month

ORGANIZATION SUMMARY

The McKenzie Watershed Stewardship Group (MWSG) first started in 2013 with the goal of increasing the pace and scale of restoration within the McKenzie Watershed. MWSG members participate in information sharing, coordinated planning, and collaboration with the Willamette National Forest and other federal and state land management agencies. The MWSG uses Stewardship Contracting Authority, Good Neighbor Authority, and other innovative tools to support priority ecosystem restoration projects. This forum enables early identification of potential opportunities or concerns about planned forest management activities.

JOB SUMMARY

This is a contracted position. The Stewardship Group Manager is responsible for the facilitation, leadership, and administrative support of the McKenzie Watershed Stewardship Group (MWSG). This position's main purpose is to assist the MWSG with advancing landscape and watershed-scale forest restoration throughout the McKenzie watershed and actively engage with multi-party monitoring to enhance learning, strengthen relationships and build broad support for restoration activities. The Stewardship Group Manager's performance is evaluated by MWSG's voting members. The voting members provide strategic direction and annual priorities for the MWSG, establishing relevant MWSG specific operational policies, procedures, and work plans.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Plans, coordinates and facilitates monthly meetings and conference calls with MWSG members. Establishes content, creates agendas, and sends notices and relevant supporting documents.
- Ensures meeting objectives are met, discussion is open and fair, differing opinions are heard and respected, and stakeholder participation is maximized through effective meeting facilitation and leadership.
- Creates and distributes meeting minutes and follows up in a timely manner on the tasks, action items and duties of Collaborative members, USFS staff, and others after each meeting, conference call, special meeting or work session.
- Coordinates guest presenters, lecturers, panelists, and other experts for the MWSG, and arranges occasional daylong field site tours on the Willamette National Forest.

- Arranges all logistical details for meetings and tours including arranging guest presenters, reserving rooms and venue spaces, setting up presentation equipment, coordinating transportation and lodging, etc.
- Maintains open, clear, and timely communication on a regular basis with individual Committee members, Collaborative members, stakeholders, landowners, staff members, government officials and members of the public.
- Provides direction and administrative support to all committees, both standing and ad hoc, and sub-working groups of the Stewardship Group.
- Writes grant applications to help fund this position and does mid-project and post-project reporting.
- Provides community outreach and engages in involvement opportunities whenever beneficial and/or necessary.
- Reviews and updates the Operating Agreement, Vision/Mission statements, Strategic Plans and central goals and objectives of the MWSG on a regular basis.

EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

The following are the minimum levels required to successfully perform the Essential Job Duties and Responsibilities:

- A Bachelor's degree in Business, Communications, Natural Resources Management, Community Development, Conflict Resolution or related field, or relevant equivalent experience. A background or strong interest in public land management is preferred.
- 3-5 years of experience working directly with boards, community organizations and/or non-profit associations to successfully achieve organization goals and mandates.
- 3-5 years of project leadership and/or management experience. Experience writing grants is preferred.
- A valid Oregon Driver's License and an acceptable driving record.
- Must consistently demonstrate teamwork and positive day-to-day working relationships and interactions with board members, committee members, stakeholders and the public.

WORKING CONDITIONS

Environment and Physical Requirements: The Stewardship Group Manager will work in whatever environment they choose. The position requires occasional travel by car to attend meetings and occasional overnight travel for conferences. The Stewardship Group Manager interacts regularly with MWSG committee members, government agencies, and others.

Hours: This is a contract position. Therefore, the contractor can set their own hours outside of standing meeting times. The Stewardship Group Manager may be required to occasionally work outside of standard business hours to include evenings and weekends. It is anticipated that the work will require 20-40 hours per month, based on activities.

TO APPLY

Send an email with 'Stewardship Group Manager' in the subject line. Email cover letter, resume, and one writing example to Kirk Shimeall at kirk@cascadepacific.org. Incomplete submissions will not be considered. Position will remain open until filled. We will begin reviewing applications as soon as possible. References will be requested of finalist candidates.