
##### Clackamas River Basin Council

 **P.O. Box 1869 • Clackamas, OR 97015 •** [**www.clackamasriver.org**](http://www.clackamasriver.org) **• Email: info@clackamasriver.org**

 **503.303.4372 FAX 503.303.5176**

**Job Description**

**Title: Field Assistant**

The Clackamas River Basin Council (CRBC), is a 501(c)(3) non-profit organization, working to *foster partnerships for clean water and to improve fish and wildlife habitat and the quality of life for those who live, work and recreate in the watershed.* CRBC is led by a diverse 21 member Board of Directors and we work closely with local agencies, organizations, landowners and volunteers to implement the Oregon Plan for Salmon and Watersheds. CRBC offices are located in a beautiful historic building in Gladstone, Oregon, just minutes from the confluence of the Clackamas and Willamette Rivers, and less than 15 miles from downtown Portland.

**Summary of Position:**

This part-time position’s primary duty will be to support the Clackamas River Basin Council’s riparian enhancement projects involving invasive species management and revegetation. These tasks will include overseeing work crews, assisting with site surveys, planning, implementation, monitoring and data entry, in order to complete revegetation activities on both public and private properties identified by the council. The Field Assistant will work closely with CRBC personnel, work crews, landowners, partners and volunteers to fulfill both programmatic goals and uphold organization missions.

**Duties and Responsibilities:**

* Schedule, coordinate, and oversee various types of restoration activities, working with field crews, landowners, partners, and volunteers, during site treatments, plantings, monitoring and maintenance.
* Coordinate and attend site visits with landowners to assess site restoration needs, engage landowners in CRBC programs, and provide information on stewardship activities.
* Perform and document site surveys and plant survival monitoring and use results to draft site treatment, planting plans, and monitoring reports.
* Assist in data management and reporting including database and ArcGIS data entry and analysis, as well as drafting project reports summarizing data and activities.
* Provide support for CRBC Board of Director meetings and office administration activities, as requested.
* Assist staff in general outreach and landowner recruitment activities, as needed.
* Other responsibilities as assigned.

**Working Conditions:**

This 20-30 hours per week, part-time position involves a multiple task and teamwork approach, requiring organized time management and project tracking. The position reports to the Project Manager and is supervised by the Executive Director. Position includes both office and field based activities. Attendance at evening and weekend events may be requested, requiring a flexible schedule.

**Required Qualifications:**

* Experience in natural resource field with a preference for those with experience in riparian restoration project implementation; 2 years or more preferred.
* Experience coordinating and leading work crews, staff, interns or volunteers in field restoration activities.
* Knowledge of specific restoration techniques to control various invasive species and preference to those with experience in creating site treatment and planting plans.
* Post-secondary education with preference to those with a 4 year degree relating to environmental sciences, land management, restoration ecology or stream hydrology.
* Knowledge of Pacific Northwest ecology, native and invasive plants, and habitat types.
* Proficient written and verbal communications skills. Spanish speaking is desirable.
* Computer software proficiency with Microsoft Office program suite.
* Experience using handheld GPS devices and working knowledge of Arc GIS software programs, with preference to those with more advanced experience in GIS.
* Ability and willingness to work outdoors on uneven terrain and in inclement weather.
* Valid driver's license recognized by Oregon or Washington and a reliable motor vehicle.
* Ability to pass a pre-employment drug screening.

# Desired Qualifications:

1. Experience and enthusiasm for working with private landowners and community partners to coordinate restoration activities on their property.
2. Knowledge of local water quality, riparian and forestry rules and guidelines as they apply to the position duties, including integrated pest management and pesticide use restrictions.
3. Self-directed, organized, and motivated to be pro-active in spending time effectively.
4. Experience working with non-profit groups, especially watershed councils.

**Compensation:**Competitive compensation DOE.

**How to Apply:** Email (preferred) or mail a cover letter and resume to Jenny@clackamasriver.org, or Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015. Resume/cover letter review will begin **January 17th, 2014** and continue until position is filled.