



# **Crook County Soil and Water Conservation District**

## **Position Description**

### **Prineville Local Implementation Team Coordinator**

**Open Date:** 1/02/2025

**Closed Date:** Open until filled. Application review begins 1/17/25

**Reports to:** Crook SWCD District Manager

**Salary:** Starts at \$65,000 annually

**Work Location:** Prineville, Oregon

**Desired Start Date:** Immediately, based on availability

#### **Overview**

The Prineville Local Implementation Team (LIT), was established in 2011 for the purpose of improving sagebrush ecosystems to benefit sage-grouse, other wildlife, and open spaces. The LIT is a multistakeholder collaborative comprised of local, state, and federal agencies as well as ranchers and nonprofit organizations. The LIT is focused on developing restoration strategies that bring together each partner's assets to identify and develop projects that will strengthen conservation outcomes through cross-boundary restoration. The coordinator will facilitate partner meetings, manage multiple projects, coordinate outreach, and develop new projects based on the LIT's shared priorities. This is a regular, at-will, exempt, full-time position that serves as the Coordinator for the LIT, in Prineville, Oregon.

#### **Supervision Received**

The Coordinator reports to and is supervised by the Crook SWCD District Manager and work will be reviewed annually by the LIT core team. The Coordinator is expected to accomplish tasks independently in multiple areas of work with technical guidance from federal, state, and local partners. The position acts on behalf of the Prineville Local Implementation Team within the authority delegated by the LIT Core Team and this description.

#### **Essential Functions and Core Duties**

- Utilize strong facilitation skills to foster collaboration and working relationships among federal and state natural resource agencies, counties, landowners, non-governmental organizations (NGOs) and related partners to develop cross-boundary projects.
- Convene all Prineville LIT meetings and sub-group or special issue meetings (including project site visits) as determined necessary by the LIT. Develop meeting agendas and notes and arrange all meeting logistics. Facilitate LIT meetings to ensure maximum participation from all partners. Maintain and distribute meeting notes/documentation and action items.
- Regularly attend partner meetings to share the LIT's work and learn about partners' work to share with the LIT and develop cooperative projects/proposals.
- Manage multiple grant-funded projects by tracking budgets, managing contractors, monitoring outcomes, reporting to funders and coordinating with partners.
- Conduct outreach and coordinate education workshops for livestock producers, private landowners, LIT partners, and the general public.
- Participate in SageCon Partnership's broader efforts to involve sage-grouse issues and partners from across the state, including implementation of the Oregon Sage-grouse

Action Plan, Strategic Threat-Based Conservation Planning and Oregon Sage-grouse Conservation Assessment and Strategy.

- Compile, maintain, and distribute LIT assets including the Threats Reduction Plan and geospatial data that catalogs information on partner projects, rangeland threats and conservation opportunity areas in the LIT planning area, using ArcPro and SageCon Landscape Planning Tool.
- Develop funding proposals to implement activities and priorities identified in the LIT's Threats Reduction Plan and other collaboratively developed documents.
- Attend trainings, conferences, seminars, regional meetings, etc., at the recommendation of the LIT Core Team to stay current on new practices, laws, programs, and other items of interest that may benefit the department.
- If applicable, supervise assigned seasonal support staff; coordinate and review work; ensure work complies with appropriate guidelines.

### **Required Knowledge and Abilities**

**Knowledge:** Must have knowledge of multiple grant funding programs. Understanding and appreciation of landowner/working land, rural ranch community, and sagebrush conservation issues, ideally with some knowledge of the local areas or similar areas based on experience in other regions. Must demonstrate excellent communication both orally and written through technical writing, proper grammar, spelling, and composition. Must be proficient in Microsoft Office suite and ArcGIS Pro.

**Abilities:** Must be able to work independently with minimal supervision and with diverse clientele. Ability to read and interpret state and federal policies and procedures such as BLM's NEPA process and the OR Sage-grouse ARMPA that will allow the incumbent to help communicate those concepts clearly to other interest groups such as landowners and conservation organizations. Ability to coordinate and communicate clearly and effectively with diverse interest groups (e.g., landowners; local, state, and federal organizations; Tribes; conservation organizations). Ability to work independently with little supervision and with diverse clientele. Physical ability to stand and walk for extended periods of time over rough terrain; lift and move material weighing up to 50 pounds; work in all types of weather conditions.

**Education/Experience:** A Bachelor's degree or higher with major coursework in natural resource management, public affairs, communications, social-ecological systems, natural resource policy, or a related discipline OR an equivalent combination of experience and training in science communication, communications, or related experience working with multi-stakeholder collaboratives to address natural resource management issues that enable the applicant to possess the required knowledge, skills and abilities required for this position.

The position requires a flexible work schedule of 40 hours a week with occasional night and weekend meetings.

### **Physical demands and work environment:**

This position works primarily in the office with regular fieldwork. The fieldwork will include walking and driving in rangelands and streams; on properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. Some

physical exertion may be required during field work such as walking, planting vegetation, and using technical or power equipment and hand tools.

Office work will include working at a desk and using a computer. Remote office work is sometimes allowed but time in the office is preferred as it is important to maximize partnership development and provide customer service for visitors.

This position requires travel to field sites, workshops, training sessions, plus occasional evening meetings. Occasional overnight travel will be involved. Although the District has some vehicles, occasional use of the employee's vehicle may be necessary (available reimbursement is based on mileage).

**Compensation:**

- Starting pay is \$65,000 with 4 annual step increases of 4% per year based on performance
- Health benefits are included after 30 days
- Option to enroll in a retirement plan with 5% employer match after 6 months
- 11 paid holidays, sick leave and vacation

**Questions:**

- If you would like more information about the opportunity please contact Andy Gallagher at 541-447-3548 or [andy.gallagher@oregonstate.edu](mailto:andy.gallagher@oregonstate.edu)

**To Apply:**

- Please email a cover letter, resume, and contact information for up to three references to [andy.gallagher@oregonstate.edu](mailto:andy.gallagher@oregonstate.edu) with "Prineville Local Implementation Team Coordinator" in the subject line. **Announcement will remain open until filled.**