

Job Description

Conservation Programs Assistant

Position Title: Conservation Programs Assistant
Reports to: District Manager/Conservation Planner
Pay Range: \$20 / hour (DOE)
Supervisor: District Manager/Conservation Planner
Status: Temporary Part-Time, non-exempt/at will

About the Umpqua Soil and Water Conservation District: Since 1953, the Umpqua Soil and Water Conservation District (Umpqua SWCD) has worked to enhance and protect the quality of soil, water, and other natural resources related to agricultural, forested, urban and rural lands within the Umpqua SWCD in Douglas County, Oregon. By building diverse coalitions of stakeholders and partners, providing high quality education and technical assistance, as well as designing and implementing habitat restoration projects on working lands, the District offers science-based solutions to manage, protect, and improve natural resources for future generations. Our conservation goals are based on guidelines set forth in the Umpqua Basin Agricultural Water Quality Area Plan (as administered by the Oregon Department of Agriculture), the Oregon Department of Environmental Quality's Nonpoint Source Pollution Reduction Program, and the Oregon Plan for Salmon and Watersheds.

Located in Reedsport, Oregon, Umpqua SWCD works to understand and meet the evolving environmental challenges and community needs of the mid-coast region - from sandy beach towns, to rich agricultural valleys, to salmon bearing waterways, and active timberlands. Umpqua SWCD, like the other 44 soil and water conservation districts across the State, is a non-regulatory government agency established by State Legislature for the purpose of supporting renewable natural resources in cooperation with private landowners. District financial resources are provided primarily through competitive grants, interagency agreements, and direct service contracts. Current funding for this position is secured for six months from date of hire, and long-term funding is subject to the availability of grant funding.

JOB SUMMARY: The Conservation Programs Assistant is a temporary part-time position, working primarily 16 hours per month (48-hours every 3-months). The position's specific schedule is dependent upon outreach events, newsletter mailings, and other work as assigned by the District Manager/Conservation Planner.

Supervised by the District Manager/Conservation Planner, the Conservation Programs Assistant works independently as well as in a small team environment, and is well-organized, utilizes exemplary communication skills, works with stakeholders from diverse backgrounds and maintains a positive, professional attitude with fellow District employees, contractors, landowners, partners, and members of the public. Percentage of time for each component from the position are annual estimates. Day to day break down of tasks may vary.

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ESSENTIAL DUTIES AND TASKS

COMMUNITY STEWARDSHIP AND OUTREACH (90%)

- Quarterly newsletter (16-hours every 3-months):
 - Preparation of the already written newsletter for mailing including picking up the newsletter from printer.
 - Folding, placing in envelopes, labeling, and placing postage on envelopes,
 - Delivering prepared newsletters to local U.S. Post Office for delivery to District residents.
- Outreach (Up to 24-hours throughout every 3-months):
 - Represent the District's interests with other conservation districts, watershed councils, organizations, public officials, and urban and rural landowners at outreach events.
- Tsalila Watershed Education Days (12+hours for 1-week each September):
 - Assist the District Manager/Conservation Planner at the Tsalila Outdoor Education Event each September.

OTHER (10%)

- Other duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or equivalent.

WORK EXPERIENCE: Minimum 2-5 years professional experience involving:

- Stakeholder and community engagement;

VEHICLE USAGE: Possess a valid Oregon Driver's license, good driving record, appropriate insurance and a reliable vehicle for use on the job. All mileage is reimbursed at the State rate.

OTHER DESIRABLE SKILLS/EXPERIENCE:

- Comfortable working both independently and in a team setting;
- Effective communication skills;
- Ability to work with diverse stakeholders to develop positive working relationships, especially with co-workers, landowners, rural communities, tribal entities, and government partners;
- Problem-solving and organizational skills with attention to detail;
- Education or experience in Oregon coastal ecology and environmental topics;
- Environmental education, outreach, and networking;

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- Working knowledge of native Oregon plant communities.

SUPERVISION AND GUIDANCE

The Conservation Programs Assistant takes direction from the Umpqua SWCD District Manager/Conservation Planner.

WORKING CONDITIONS AND PHYSICAL DEMANDS

This position requires sitting and working at a desk. The position may include outreach events that are located in the outdoors. The position may involve travel to meetings and outreach events. Travel may be outside of the normal workday and may require occasional evening work hours.

This position serves as an “at will” employee of the Umpqua SWCD. This position is 16-hour per month, dependent upon funding from active and future grants. Working schedule will be varied and may include evening meetings or outreach.

To perform the duties of this position, the Employee is required to have a valid Oregon driver’s license, valid insurance and a good driving record. The Employee must be able to own, operate, and insure a personal vehicle as part of this position with reimbursement based on the current State mileage rate and paid to the employee within each pay period.

SAFETY:

The Conservation Programs Assistant shall perform all duties in a prudent and sensible manner, following established safety protocols for vehicular use while on the job and in an office setting. All District Employees are expected to follow all rules of the road in the State of Oregon at all times and maintain a clean driving record. Employees are expected to wear suitable clothing and required Personal Protective Equipment (PPE) for the type of work they are performing (indoor, outdoor, etc.). This includes PPE provided by the District as needed.

BENEFITS:

No benefits are available for temporary employees.

Umpqua Soil and Water Conservation District does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Umpqua SWCD is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.