

Native Plant Partnership Coordinator

Calling all native plant enthusiasts! Join us in restoring the land and nourishing the community that we love!

Tillamook Estuaries Partnership (TEP) is looking for somebody to coordinate our native plant nursery operations with the needs of restoration organizations along the Oregon coast.

The Native Plant Partnership (NPP) Coordinator will work closely with TEP staff and partners to coordinate the distribution of nursery inventory, apply for grant funding, track nursery expenditures, and plan for the future of the Northwest Oregon Restoration Partnership (NORP).

Scroll down for more information on TEP, NORP, the NPP Coordinator Position, and how to apply.

Northwest Oregon Restoration Partnership (NORP)

The Northwest Oregon Restoration Partnership (NORP) is a group of >30 organizations working together to source native plants for the restoration projects implemented on private and public lands on the North and central Oregon coast. NORP members include state and federal agencies, local nonprofits, and tribes.

At the core of NORP is TEP's native plant nursery. (Check out our [YouTube video](#).) The nursery propagates over 30 species of trees, shrubs, and forbs specifically for the NORP members (it is not open to the public). Inventory can exceed over 100,000 plants during the year, with annual distribution to partners typically ranging between 30,000 and 50,000 plants. The nursery operates year-round, with activities changing throughout the production cycle. TEP's Plant Material Team has three full-time staff members, including this NPP Coordinator position, plus several interns, contractors, and a crew of eight members of the Oregon Youth Authority.

More information is provided below regarding TEP, the job description, and how to apply.

General Job Description

The NPP Coordinator position is an integral part of Tillamook Estuaries Partnership's high-performing team. Job responsibilities center around achieving TEP's vision and mission. Primary activities shall align with TEP's habitat restoration overarching goal: **Conserve and restore ecological functions of Tillamook County's estuaries and watersheds to benefit native aquatic and terrestrial species and the communities that depend on them.**

The primary objective of this position is to provide genetically appropriate native vegetation and promote its use among habitat restoration and enhancement partners. (CCMP Action HAB-10)

How does this role support TEP's mission?

The NPP Coordinator provides the business operations and customer technical support to the nursery and NORP members, respectively, so TEP can most effectively provide native plants for use in habitat restoration and enhancement projects throughout TEP's service area.

What is this role accountable for?

- ◆ Assist with Northwest Oregon Restoration Partnership (NORP) program advancement
- ◆ Equitable distribution of nursery inventory
- ◆ Nursery grant and budget administration
- ◆ Outreach, stewardship: uplifting TEP, EPA, NORP, OYA, and the communities we serve

How do we measure success?

- ◆ Nursery operations are self-sustained by plant reimbursements and NORP-related grants
- ◆ High usage and survival of nursery-propagated plants in NORP restoration projects (from annual accomplishment reports submitted by NORP members)
- ◆ Performance and financial reports are submitted to grantors like the BLM (grant-specific time frames) and all goals are being met
- ◆ Annual TEP workplans are submitted to EPA and all organizational (especially nursery) goals are being met
- ◆ Annual Key Performance Indicators (KPIs) are reviewed by TEP leadership, and all job-related goals are being met

Job-Specific Responsibilities

- ◆ Administer the NORP collaborative agreement including, but not limited to:
 - Implement Memorandums of Understanding. Facilitate NORP Steering Committee and annual member meetings. Help partnership reach consensus on important decisions.
 - Coordinate with partners and PMPM to develop contracts for plant grow outs.
 - Disseminate annual plant requests to NORP members, develop plant allocations, schedule nursery pickups, and provide logistics support. Invoice partners; write year end reports reflecting partner restoration accomplishments.
 - Develop and implement NORP engagement opportunities including member community workshops, education events, and volunteer activities. Assist partners, as needed, at satellite nurseries
- ◆ Work as part of TEP's team to support the operation of the nursery and, by extension, support TEP's Comprehensive Conservation and Management Plan (CCMP) through activities such as
 - Co-develop and assist with work plans (e.g. transplanting, partner grow-outs, plant placements, inventory diagramming) and special projects
 - Calibrate irrigation as needed
 - Coordinate and co-lead NORP, youth, and other volunteer days; co-lead nursery tours
 - Track nursery expenses and assist with budget projections

- Coordinate plant distributions from the nursery to NORP members; make surplus plant materials available through community plant sales
- Conduct unit cost analyses to set plant pricing; conduct market price comparisons as appropriate
- Develop, fund, and oversee implementation of nursery infrastructure projects, as needed
- ◆ Administer OYA collaborative agreements including nursery crew labor, property lease, utilities
- ◆ Work collaboratively with partner organizations (e.g. Coastal Native Seed Partnership, Erosion Control Working Group).
- ◆ Track plant sales and administer invoices through SBI Grower software.
- ◆ Collaborate with TEP's Communication & Education team to provide opportunities for education, hands-on experiences, youth mentorship, and community service at the nursery and through NORP

General Responsibilities

- ◆ Support TEP staff, Board of Directors, and partners in the development, implementation, and reporting of TEP's CCMP, 5-year strategies, and annual work plans.
 - ◆ Represent TEP at meetings, committees, conferences, workshops, and events as needed
 - ◆ Communicate TEP's achievements through talks, reports, quarterly newsletters, website content, and social media postings. Tailor content to audiences, display information clearly and with high impact
 - ◆ Participate in TEP fundraising efforts
 - ◆ Any other duties as assigned
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Qualifications for New Hires into Position

The Right Fit, Rather than a Perfect Fit

Studies have shown that underrepresented people often do not apply for technical jobs unless they feel they meet every qualification or requirement listed in a job description. Conversely, people with identities overrepresented in these fields often do not hesitate to apply for jobs even if they do not meet all stated qualifications. TEP does not expect one person to perfectly fit the Habitat Restoration Project Manager job description prior to holding a similar position for several years. TEP wants the *right* fit, for both the employee and for TEP. Prior experience may be transferable, even if it is outside what is described herein. Training and professional development is available to TEP employees to help improve skills. Passionate and interested people with the core competencies listed above are encouraged to apply.

Minimum Requirements

- ◆ B.S. degree in plant sciences and related fields **OR** Bachelor in Business Administration
 - Military, Peace Corps, and extended work experience may substitute for a four-year B.S. or BBA degree (Rule of thumb: At least one year of transferable experience per year of university/college.)
- ◆ **OR** four years experience in grant writing and fiscal administration
- ◆ Proficient in plant species identification upon hire. Expectation is for NPP Coordinator to be proficient in identifications of all species grown at TEP's nursery within the first year of employment.
- ◆ Proficiency with Word, Excel, PowerPoint, Outlook, and Adobe or other similar software.
- ◆ English language proficiency

- ◆ Reliable transportation to/from TEP's office and to/from nursery that does not interfere with the hours required for this position. (This can include public transportation.)
- ◆ Must pass (i) TEP's criminal background check, (ii) OYA's background check, and (iii) OYA's child abuse and neglect registry check prior to first day of work at the nursery.

Preferred

- ◆ B.S./BBA degree plus two years of relevant experience **OR** at least six years relevant work experience.
- ◆ Familiarity with ArcGIS/Survey123/FieldMaps to make maps for reports.
- ◆ Proof of valid driver's license and current auto liability insurance. These are required (i) prior to driving any TEP-owned vehicle and (ii) prior to driving any vehicle, including personal vehicle, for any TEP-related business. Having a personal vehicle is more convenient for the NPP Coordinator position but is not a pre-employment qualification.

Desired Attributes throughout Tenure in this Position

- ◆ Strong collaboration skills, ability to motivate others, build consensus, and follow-through with group decisions
- ◆ Prioritizes tasks to manage projects, adapting as needed to changing priorities, deadlines, and instructions
- ◆ Self-motivated and able to carry out tasks and respond to situations as they arise with minimal supervision
- ◆ Comfortably works with all age groups and abilities: professionals, incarcerated youth, community members
- ◆ Demonstrates a concern for accuracy (e.g. high attention to detail during unit cost analyses, plant pricing, plant allocations and distribution logistics, invoicing, data entry and spreadsheet management)
- ◆ Demonstrates a concern for effectiveness (e.g. proactively analyzes current procedures and adapts to changing needs in a timely fashion)
- ◆ Effective communications (e.g. respectful and courteous in all verbal and non-verbal communications)
- ◆ Demonstrates integrity and ethical behavior
- ◆ Works in an economically, socially, and environmentally sustainable manner
- ◆ Displays a positive attitude toward and enthusiasm for participating on high-performance teams
- ◆ Understands and continuously learns about a broad range of issues related to habitat restoration and living resources and is able to condense that knowledge into forms that are easily understood by partners and the general public

Working Conditions

Work Location (Where & Getting There)

Work shall be performed in office environments and at the nursery. Office work will vary between TEP's main office in Garibaldi and TEP's nursery. (The two locations are approximately 20-minutes apart by car. Tillamook County is a small, rural community with limited bus services, but without Uber or Lyft, and extremely limited taxi service.)

TEP's Main Office - Located in the Port of Garibaldi. Public transportation buses do not come directly into the Port of Garibaldi. Getting between the TEP office and the nearest stop requires moving approx. 0.4 miles through the Port (some sections of roadway do not have sidewalks) and over railroad tracks. Traffic can be heavy at times with lumber trucks, recreational fishing boats on trailers, passenger vehicles, and the Oregon Coast Scenic Railroad train. (Tillamook County is a small, rural community with bus services, but without Uber or Lyft).

Nursery – Located in the Port of Tillamook, adjacent to a minimum-security youth detention facility, the Oregon Youth Authority (OYA), Camp Tillamook Transitional Facility. Work spaces include a pole barn, green house, shade houses, an office trailer, and extensive areas exposed to the elements. Public transportation to the Port of Tillamook Bay is limited and may not coincide with the work hours required for this position. Getting between the nursery and the nearest bus stop requires moving approx. 0.4 miles through the Port (most sections of roadway do not have sidewalks). Traffic can be heavy at times with commercial semi-, delivery, and logging trucks and passenger vehicles.

Work Hours (When)

TEP's full-time staff typically work four 10-hour days each week, 7:00am – 5:30pm, Mondays through Thursdays. Evening and weekend work may be required occasionally to support TEP. The NPPC may be eligible to work an alternative schedule in order to accommodate personal/family needs. Options include (i) an alternate four 10-hour workdays per week, Tues-Fri; and (ii) an alternate five 8-hour workdays per week, Mon-Fri.

The NPP Coordinator position is eligible to work a hybrid schedule in accordance with TEP's Workplace Policies: work up to half of the regularly scheduled work hours remotely from a home office. The hybrid option is contingent upon workload and job performance and is at TEP management's discretion.

Work Environment

Work assignments may require sitting, recording and entering data, typing, bending, pulling, reaching, occasionally handling soil and fertilizer, walking/moving along uneven surfaces, lifting up to 30 pounds, and in a few instances contending with adverse weather conditions requiring special clothing and safety precautions.

At the nursery, the NPP Coordinator shall engage with at-risk, incarcerated youth who are under guarded supervision by the Oregon Youth Authority (OYA).

Work Rules

This position is subject to all TEP policies including, but not limited to, those provided in the Employee Handbook, Fiscal Policy, safety protocols, and standard operating procedures (SOPs). This position is subject to pre-employment background checks and periodic background checks during employment.

The NPP Coordinator is expected to follow OYA safety, security, and COVID-19 requirements when at the nursery.

Work Travel

Travel during work hours for this position will usually be less than 100 miles per month. TEP currently has two vehicles, one of which is available for occasional use by this position.

- TEP reimburses those employees who are pre-approved to drive their personal vehicles during company-related travel, excluding commuting to and from work, at the IRS standard mileage rate.

Reasonable accommodation will be made for employees who do not drive or who do not have a personal vehicle but are required to travel during work hours for TEP-related business.

Salary and Benefits

The salary range for this position is \$58,656 – \$69,900 per year, based on a 40-hr per week work schedule. Actual offer of compensation shall be dependent upon experience. TEP processes payroll on a monthly basis.

This position is eligible for enrollment in TEP's comprehensive benefits package. Details on benefits can be provided to candidates during the interview process. An overview of TEP's current benefits package for full-time employees includes:

- Medical, Dental, Vision Health Insurance (TEP pays 100% for employee, 80% for spouse and dependent children)
- Retirement Program – TEP contributes an additional 7% of the employee's salary into a 401k, with tiered vesting structure based on years of employment with TEP; employee may also contribute to 401k)
- Holidays – 10 federal holidays plus 2 floating holidays
- Vacation – Approx 10.5 days per year (accrual system to be explained upon hire)
- Professional development/training budget: \$1,250 per year

Application Process

To apply, please submit the following documents as either .pdf or Word files by email:

1. A resume. Applicant's contact information must include mailing address, phone number, and email address.
2. A statement of qualifications and interest. The statement of qualifications should describe the applicant's relevant experience and interest in the position and should not exceed two full, single-spaced pages.
3. Three professional references. Each reference must include the person's name, email address, phone number (if within this United States), and the person's affiliation (how you know the person, based on your resume).

Please email application materials to info@tbnep.org. **Applications will be accepted until 5:00pm (Pacific Time), Friday, May 30, 2025.** Incomplete or late applications will not be considered.

TEP will review applications by early June. All applicants will be contacted by email and advised whether or not they are proceeding to the interview phase of the selection process. Interviews will be conducted in person or via

Zoom, depending on the applicant's location. The preferred start date for this position is July, 2025; the exact date shall be agreed upon by the successful candidate and TEP.

Tillamook Estuaries Partnership is an equal opportunity employer. TEP does not discriminate on the basis of sex, race, religion, creed, color, age, national origin, ancestry, marital status, veteran or military status, disability, sexual orientation, gender identity, genetic information, application for workers' compensation benefits, use of statutory protected leave, or any other characteristic or status protected under applicable federal, state, or local laws in the administration of its programs or activities. TEP does not harass, intimidate, or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose actions prohibited, by State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights