Habitat Restoration Project Manager

We're looking for a Habitat Restoration Project Manager to join the TEP team in Garibaldi, OR.

TEP is a 501c(3) non-profit organization dedicated to the restoration of Tillamook County's estuaries and watersheds through active stewardship, scientific inquiry, community engagement, and education. We follow a Comprehensive Conservation and Management Plan (CCMP) to implement our 10-year action agenda. TEP's projects include tidal wetlands restoration, in-stream and riparian habitat enhancement, a native plant nursery, water quality monitoring and improvement, K-12 environmental education, Explore Nature events, and much more.

We are looking for an experienced project manager to join our Restoration Team and develop, fund, and complete projects ranging from tidal wetland restoration to large wood in-stream enhancement. Our Restoration Team works closely with local and regional conservation organizations, state and federal agencies, and local partners to identify and implement projects that align with our goals of clean water and a healthy watershed. Check out our website and social media to see the types of projects we're working on!

In your application letter, please include a brief description of a restoration project that you have led, including the type, scope, and your role from project development through completion.

Scroll down for more information on the Habitat Restoration Project Manager Position and how to apply.

HABITAT RESTORATION PROJECT MANAGER

JOB OVERVIEW

Reports to	Restoration & Monitoring Director	**Classification**	Regular, Full-Time, Exempt
Salary Grade	Manager (SG 10)	**Salary Range**	$70,300 - $84,500

GENERAL JOB DESCRIPTION

The Habitat Restoration Project Manager is integral to Tillamook Estuaries Partnership's high-performing team, and its primary objective is to develop and implement habitat restoration projects that align with the organization's strategies.

The Habitat Restoration Project Manager's role accomplishes this objective by executing habitat restoration projects that improve the health and long-term resiliency of the diverse set of habitats, organisms, and ecological processes throughout Tillamook County's watersheds. Typical projects include in-stream restoration with large woody debris (excavator or helicopter), tidal wetland restoration, freshwater wetland or floodplain restoration, culvert replacement, and riparian planting.

HOW DOES THIS ROLE SUPPORT TEP'S MISSION?

The Habitat Restoration Project Manager's job responsibilities center around achieving TEP's vision and mission. Primary activities shall align with TEP's habitat restoration 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 objectives of this position include the following:

- Assess, Conserve, and Restore Watershed Habitats including Estuarine, Non-Estuarine Wetland, In-Stream, Riparian, and Upland Habitats
- Enhance Health of Salmonid, Shellfish, Other Aquatic Species, and Non-Aquatic Species Stocks

WHAT IS THE ROLE ACCOUNTABLE FOR?

- Management of existing habitat restoration projects including grant writing, contracting, managing project budgets, permitting, on-the-ground oversight, and reporting
- Management of emerging habitat restoration projects including grant writing, contracting, managing project budgets, permitting, on-the-ground oversight, and reporting
- Strategic planning and program development of the Tidal and Freshwater Wetland Restoration Program and the Aquatic Habitat Enhancement program
- Project communication and outreach with landowners, funders, agencies, local, state, and federal legislators
- Representing TEP on technical teams, partner collaborations, and regional initiatives

HOW DO WE MEASURE SUCCESS?

- Measurable implementation of ecologically sound, science-based restoration solutions that align with TEP's mission and are directed by the "Key Habitat" Action Plan included in TEP's Comprehensive Conservation & Management Plan (CCMP).
- Development of a diverse portfolio of projects to improve habitat quality and better sustain wildlife populations that depend on these habitats.

- Strengthened relationships with partner organizations and expansion of partnerships with new organizations.
- Restoration grant reports are submitted on time and projects are completed within budget.
- Annual Key Performance Indicators (KPIs) are reviewed by TEP leadership, and all job-related goals are being met.
- Annual TEP workplans are submitted to EPA and all organizational goals are achieved.

JOB-SPECIFIC RESPONSIBILITIES

Work as part of TEP's team to implement our habitat restoration and water quality improvement programs and, by extension, support TEP's Comprehensive Conservation and Management Plan (CCMP).

- Manage all aspects of habitat restoration projects including landowner contacts, partnership building, project development, permitting, budgets, workplans, timelines, data management, quality assurance programs, reporting, and equipment maintenance
- Develop grant applications and manage awarded grants to fund habitat restoration projects
- Develop subcontractor scopes of services and requests for proposals for habitat restoration projects; conduct reviews and selections of proposals; and manage awarded contracts
- Support pre- and post-project monitoring by TEP's monitoring team
- Support development of 5-Year Strategies, CCMP updates, and Annual Work Plans
- Collaborate with TEP communication staff on stakeholder engagement (e.g. community meetings, project websites, outreach materials)
- Participate in TEP- and partner-led technical advisory committees and working groups (e.g. Hebo Stewardship Working Group, OR Central Coast Estuary Collaborative, Pacific Marine & Estuarine Partnership)

MANAGERIAL RESPONSIBILITIES

- Not applicable for this position

GENERAL RESPONSIBILITIES

- Support TEP staff, Board of Directors, and partners in the development and implementation of CCMP, 5-year strategies, and annual work plans.
- Maintain close working relationships with local, state, and federal partners, scientists, and special interest groups
- Represent TEP at meetings, committees, conferences, workshops, and events as needed
- Support TEP- and partner-led water quality, monitoring, education, and engagement programs
- Communicate TEP's achievements through reports, quarterly newsletters, website content, and social media postings
- Participate in TEP fundraising efforts
- Any other duties as assigned

EMPLOYEE CORE COMPETENCIES

- Technical/Function Expertise
- Concern for Accuracy
- Concern for Effectiveness
- Teamwork
- Effective Communication
- Accountability

TILLAMOOK ESTUARIES PARTNERSHIP

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 this 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

- Three years of post-baccalaureate experience related to habitat enhancement and restoration project management (master's degree may substitute for one year of experience)
- Bachelor's degree or higher in restoration ecology/engineering, environmental/biological sciences, civil engineering, or related discipline
- Demonstrated success managing a restoration project through full implementation, including project development, grant writing, permitting, budgeting, contracting, on-the-ground oversite, and reporting
- Ability to prioritize tasks to manage multiple projects, adapting as needed to changing priorities, deadlines, and instructions
- Demonstrates a concern for accuracy (e.g. regularly produce accurate, thorough, professional work), integrity, and ethical behavior
- Proficiency with Word, Excel, PowerPoint, and Adobe or other similar software
- Reliable transportation to/from TEP's office (located in the Port of Garibaldi) that does not interfere with the hours required for this position
- Proof of valid driver's license and current auto liability insurance required (i) prior to driving any TEP-owned vehicle and (ii) prior to driving any vehicle, including personal vehicle, for TEP-related business during work hours

PREFERRED SKILLS AND EXPERIENCE

- Five years of post-baccalaureate experience related to habitat enhancement and restoration project management (master's degree may substitute for one year of experience)
- Demonstrated success managing multiple restoration projects, including at least one large project through full implementation, including project development, grant writing, permitting, budgeting, contracting, on-the-ground oversite, and reporting
- Experience with implementing large wood projects, tidal or freshwater wetland projects, and/or floodplain enhancement projects
- Familiarity with GIS software

- Familiarity with Pacific Northwest species of flora and fauna
- Familiarity with federal and state policies and regulations as they pertain to land use and the management of water quality and salmonid habitat
- 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
- Experience working with rural communities and private landowners

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, logistics, report/grant writing 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
- Displays a positive attitude toward and enthusiasm for participating on high-performance teams

WORKING CONDITIONS

WORK LOCATIONS (WHERE & GETTING THERE)

Work shall be performed primarily at TEP's main office, currently located at 613 Commercial St, Garibaldi, Oregon 97118. The main office may temporarily move, within Tillamook County, during construction of the new Estuary Science Center. Upon completion of construction, TEP's main office will relocate to Bay City, Oregon.

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, and extremely limited taxi service.)

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.

Field Locations – Workspaces in the field may be almost entirely open to the elements. Must be comfortable working in all weather conditions, year-round throughout Tillamook County, and ready to make adaptive plans for adverse weather. May sometimes drive on unpaved, logging roads outside of cellular service, for certain restoration activities. Will have access to emergency satellite communications and emergency supplies in case of breakdown but must be prepared and self-reliant to handle these situations.

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. This position 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.

This position is eligible to work a hybrid schedule in accordance with TEP's Workplace Policies and may work up to half of the regularly scheduled work hours remotely from a home office. An alternative work schedule and the hybrid option are each contingent upon workload and job performance and is at TEP management's discretion.

WORK ENVIRONMENT

Work shall be performed in office and outdoor environments. Work assignments may require walking or standing most of a given day, sitting, keyboarding, bending, pulling, reaching, stooping, climbing, crawling, kneeling, lifting up to 20 pounds, and contending with adverse weather conditions requiring special clothing and safety precautions. Walking/hiking may be on uneven surfaces and through rough terrain.

Visits to TEP's Native Plant Nursery, which is located adjacent to a minimum-security youth detention facility, may include engaging 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 Habitat Restoration Project Manager is expected to follow OYA safety and security requirements when at TEP's native plant nursery. Additional background checks and other safety and security protocols may be required by OYA for projects conducted at the nursery.

WORK TRAVEL

Travel during work hours for this position will usually be within Tillamook County and the surrounding region. TEP currently has two work trucks, which are typically unavailable for 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.

This document is not intended to be an exhaustive description of the position. TEP management reserves the right to amend and change the content to meet business and organizational needs as necessary.

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, or 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 the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights.

TILLAMOOK ESTUARIES PARTNERSHIP

Salary and Benefits

The salary range for this position is $70,300 - $84,500 per year, based on a 40-hr 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 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: $1250 per year, funding dependent

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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, including a description of a completed project. 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. Please include a brief description of a restoration project that you have led, including the type, scope, and your role from project development through completion.
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 (link to your resume).
4. In your email, please specify how you heard about the position.

Please email application materials to Dr. Colin Jones, Restoration and Monitoring Director at info@tbnep.org. **Applications will be accepted until 5:00pm (Pacific Time), Monday, July 13th.** Incomplete or late applications will not be considered.

TEP will review applications in late July. 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 in September 1st; 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, or 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 the State of Oregon and Federal civil rights and non-discrimination laws, or for the purpose of interfering with such rights.