



NEHALEM BAY WATERSHED COUNCIL | JOB ANNOUNCEMENT

Title: Project Manager

Reports to: Executive Director

Status: At-will, non-exempt, full-time (40 hours per week with some work occurring during non-traditional working hours such as evenings, early mornings, and weekends as needed).

Compensation: \$33.67 - \$38.50/hr depending on experience (equivalent to a full-time annual salary range of \$70,000 to \$80,000). Overtime and higher rates on special projects may apply.

Benefits: 100% premium coverage for medical, dental, and vision insurance; up to 3% Simple IRA match; 10 holidays and 2 floating holidays; paid vacation and paid sick time; partial reimbursement for cell phone and internet bill.

Applications Due: December 26th, 2025 @ 6 PM

Review of Applications: Winter 2025.

Location: Nehalem, Oregon (see description)

Timeline: We hope to have this position filled by March 2026. Interviews will be scheduled with selected candidates in January 2026.

About the NBWC

The Nehalem Bay Watershed Council (NBWC) is a 501(c)3 nonprofit organization dedicated to the protection, preservation, and enhancement of the Nehalem Watershed through leadership, partnership, and education. We work with landowners, private companies, local, state, and federal agencies, and the community to restore and enhance habitat for fish and wildlife.

The NBWC as an organization seeks to implement projects that restore and enhance habitat conditions for fish and wildlife while simultaneously meeting landowner's land use goals. These projects are often a meeting place between people with divergent views who are agreeing to undertake an action to improve fish and wildlife habitat. Council projects include fish passage improvement, instream wood placement, riparian and floodplain restoration, estuarine restoration, data collection, outreach, and education.

General Position Description

The Project Manager will design, fund, implement, and monitor habitat restoration projects in the Nehalem River Basin. This includes engaging and coordinating with stakeholders throughout the watershed.

This position requires being able to work independently and as part of a team to support the work of the Nehalem Bay Watershed Council. The Project Manager will regularly meet and work with the Executive Director (ED) to set work priorities and assist in making decisions on current issues.

Duties:

- **Project Management (55%):** Develop, coordinate, schedule, and oversee projects in coordination with NBWC partners; solicit and select proposals from contractors; manage contractors; oversee restoration projects including project design, schedule, budgets, materials, permitting and contract requirements; prepare reports to meet grantor and permitting requirements; ensure completion of data collection, photo-point monitoring, and other field-related and monitoring tasks.
- **Project Design and Innovation (20%):** Develop restoration projects, plans, or actions in collaboration with landowners, managers, and partners. Brainstorm, design, and implement new funding streams or pilot projects to raise revenue. Conduct field surveys to assess site conditions, utilize geospatial tools such as ArcGIS, Avenza Maps, and GPS. Work with consultants to develop and deliver project designs.
- **Planning, Grant Writing, and Fundraising (15%):** Develop and review project budgets, research and identify funding opportunities for projects in development, prepare and review grant proposals, identify and pursue other novel funding opportunities.
- **General Duties (10%):** Attend staff and partner events for NBWC; attend occasional NBWC board meetings; attend trainings, workshops, and conferences as suggested by ED or as requested; maintain accurate administrative records for things such as mileage, payroll, and expense tracking; as well as other duties as assigned by the ED.

Minimum Qualifications

- An Associate's or Bachelor's degree in a related natural resources field, environmental sciences, public administration, or community development. **Relevant training and/or experience may be substituted for a degree.**
- Related professional background in habitat restoration project management.
- Computer proficiency in Microsoft Word, Excel, Powerpoint and Google Workspace.
- Any combination of education and experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.
- Must have a valid Driver's License, vehicle insurance, and access to a personal vehicle for work purposes.

Other Essential Knowledge, Skills, and Abilities

- Good people skills and ability to communicate with diverse audiences across different social and political backgrounds.
- Ability to research funding and write successful grant proposals for Council activities and projects.
- Experience with budget preparation and expense tracking.
- Excellent written, oral, and interpersonal communication skills.
- Ability to work independently, establish work priorities, and manage time effectively.
- Ability to prepare permit applications and monitor compliance.

Desirable Knowledge and Skills

- Familiarity with applicable funding programs for habitat restoration in rural Oregon including federal, state, local, and private grant programs. I.e. programs from OWEB, NOAA, NFWF, NRCS, SWCDs, Tribal Charitable Funds, etc.
- Experience with environmental data collection, management, analysis, and reporting.
- Project management skills including knowledge of and experience with contract development and oversight, project planning, budgeting, permitting, and reporting.
- Knowledge of Geographic Information System (GIS) analysis and mapping.

Work Environment & Performance

The NBWC has no office. Employees work from home and spend regular time in the field. Approximate time working from home is 75% with around 25% spent in the field. Field assignments may require hiking long distances, bending, climbing, crawling, kneeling, lifting up to 50 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions and trainings. During the in-water work period from July 15th - September 15th much of the work will be in the field and overtime may be required during project implementation. Travel, mostly local, is often required and mileage will be reimbursed at the federal rate.

Work shall be performed under the supervision of the NBWC Executive Director. The NBWC's current priority is the implementation of projects identified through the Strategic Action Plan for the Protection and Restoration of Coho Salmon Habitat (2023). The Project Manager will be assigned a set of projects that have already been funded and is expected to develop, fund, and then implement additional projects.

For the right candidate there is opportunity to develop additional programs within the council related to development, outreach and education, or research related to our work.

This position is subject to the Personnel Policies and Procedures, Fiscal Policy, Bylaws, and all other NBWC standards and practices. The Executive Director with assistance from the NBWC Board of Directors will annually review the employee's work to ensure that the determinations and decisions made by the employee are in compliance with the NBWC policies and procedures and overall performance expectations.

To Apply

Submit the following items to info@nehalemwatershed.org with "Project Manager - *your last name*" in the subject line (e.g. Project Manager - Trott) **by 6:00 pm December 26th:**

- **Cover Letter** (no more than 2 pages) describing your qualifications and interest in the position
 - **Resume** with current email address and phone number
 - **Three Professional References** with contact information
- Please submit application materials in PDF file format.

- Anticipated start date for this position is **March 1st, 2026.**

Equal Employment Opportunity

The Nehalem Bay Watershed Council is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, age, national origin, disability, veteran status, or any other classification protected by the law.