



*Promoting ecologic and economic resiliency in the  
Coquille watershed.*

**Job Title:** Restoration Project Manager  
**Reports to:** Restoration Program Coordinator  
**At Will, Hourly, Non-Exempt Position**  
**1.0 FTE – Grant funded**  
**Starting Compensation:** \$27/hr  
**Preferred Start Date:** December 4th, 2025  
**Benefits:** Health insurance (medical, vision, dental), 26 PTO days/yr (encompasses vacation, sick, and 11 paid holidays), short term disability insurance, retirement (SIMPLE IRA with 3% employer match)

### **I. About the Coquille Watershed Association**

The Coquille Watershed Association (CoqWA), is a 501(c)(3) non-profit organization that was formed by a small group of local citizens who were concerned about the health of the watershed and its fish and wildlife resources. Since its formation, CoqWA has established restoration, monitoring, and educational programming that is valued and supported throughout the 1089 sq mile watershed. Our mission is to work collaboratively with landowners to develop and implement voluntary watershed restoration, enhancement, and engagement activities that promote healthy and resilient ecosystems and economies in the Coquille watershed. CoqWA is supported by a diverse volunteer Board of Directors representing landowners, business owners, and community members. CoqWA is also advised by local technical advisors housed in local, state, and federal natural resource agencies. The Board and technical advisors vet and approve each project initiated by the organization's staff and partners.

Here at CoqWA, we value our collaborative, supportive workplace culture that contributes to our success in accomplishing high value, high impact projects throughout the watershed. By applying to work with us, you have the opportunity to join a small but mighty staff team working cohesively to enhance our organization and our watershed.

### **II. Position Summary**

The CoqWA Project Manager will work closely with the CoqWA Restoration Program Coordinator, and other Project Managers to oversee the development and implementation of an array of restoration projects focused in the Coquille watershed. The position will expand CoqWA's portfolio of projects supporting our restoration priorities (instream, fish passage, riparian, etc.). This position involves simultaneously managing several projects and initiatives while also developing new projects and securing funding for new and ongoing projects. This role primarily reports to the restoration program coordinator and will work closely with other CoqWA staff, board members, volunteers, private landowners, agency partners, and others to accomplish projects and initiatives.

The Project Manager must have a commitment to a collaborative, partnership-based work environment and a knowledge of watershed councils and local, state, and federal natural resource agencies and regulations. The staff member must be able to work independently and as a team member with excellent interpersonal skills, and have the ability to interact diplomatically with landowners, watershed staff & volunteers, and state & federal employees. Excellent verbal and

written communication skills, effective time management, ability to prioritize and manage multiple projects/deadlines are all key to success in this position. Having a working knowledge of watershed management topics, including habitat limiting factors, noxious weed control, ecological restoration, and monitoring, plus the ability to articulate these to the public is ideal.

### **III. Essential Functions of the Position**

#### ***Restoration Project Management***

- Development and oversight of project work plans, timelines, budgets, contracting, permitting, implementation, and deliverables for restoration projects.
- Coordination of work plans with the Restoration Program Coordinator, other CoqWA staff, landowners, technical specialists, contractors, volunteers and agency partners.
- Coordinate productive and efficient meetings with project partners and the Project Steering Committee on an as needed basis to ensure that work plans are accomplished.
  - Provide documents to the project team for review (applications, maps, project summaries, etc.)
- Grant writing and funding for restoration projects
  - Identifying funding sources and developing relationships with funding partners
  - Preparing grant applications, budgets, and proposals
- Continue to build collaborative and diplomatic relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed restoration objectives.
  - Representing the Coquille Watershed Association to landowners, partners, public agencies, and other parties
  - Provide presentations about watershed restoration and projects to partners, funders, and the public
- As requested, provide input or review on strategic planning and engagement efforts related to restoration.

### **IV. Qualifications**

#### ***Education***

- At a minimum a Bachelor's degree in related fields (natural resources, biology, ecology, etc.).

#### ***Professional Experience***

- Three years of work experience in conservation planning and/or project development and instream restoration.
- Ability to manage complex projects with a variety of partners and to meet deadlines is essential.
- Excellent written and verbal communications skills to use with a wide range of individuals (e.g. other staff, conservation partners, private landowners and farmers, volunteers, and local community members).
- Demonstrated experience with grant writing, writing scientific reports or papers, and writing for a general, non-science audience.



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- Strong project management skills, including but not limited to setting and implementing effective goals and objectives, problem-solving, time management, contract and grant management, creating and maintaining collaborations with other organizations, developing public awareness activities, preparing reports, etc.
- Navigating contentious regulatory issues to seek common ground with diverse interests.
- Knowledge and appreciation of the people, values, and current conservation issues of agricultural landscapes and associated habitats.
- A working knowledge of ArcGIS and ESRI products (Survey123, FieldMaps, etc) is required.
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) is required.
- Ability to engage in strenuous outdoor activity, carry field equipment and endure outdoor field conditions including cold and wet winter weather and extreme heat.

#### ***General Requirements***

- Ability to work both independently and as part of a team.
- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed.
- Willingness to conduct in-state travel, occasional out-of-state travel and be comfortable with working evenings and weekends as job responsibilities demand.
- Valid driver's license required and use of personal vehicle for travel. Mileage will be reimbursed at the state approved rate.

#### ***How to apply***

Submit a cover letter (include start date availability), resumé, and contact information for three references to [hire@coquillewatershed.org](mailto:hire@coquillewatershed.org) with the subject line: "[LAST NAME] Restoration Project Manager Application." In your cover letter, please include examples of how your previous experience relates to this role.

**Application deadline:** Sunday, October 26, by 11pm.

**Interviews:** First interviews will be scheduled to take place virtually on Wednesday, November 5th. Second interviews on (virtually) Wednesday, November 12th between 9am and Noon. Third (Final) interviews will be held in person on Monday, November 17th. The expected start date is December 4th or December 9th.

We will keep you apprised of your status as a candidate and whether you are advancing to the next round of interviews. To demonstrate skill, a writing sample will be requested at that time (i.e., grant application, restoration plan, etc.).

**The Coquille Watershed Association is an Affirmative Action/Equal  
Employment Opportunity Employer**