



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

Basin Assessment Crew Lead Position Description

Job Title: Basin Assessment Crew Lead

Reports to: Monitoring Program Coordinator and Monitoring Project Manager

At-will, non-benefited position

0.9 to 1.0 FTE (35-40 hours/week)

Starting Compensation: \$19/hr to \$23/hr depending on experience

Position Start Date: May 18th, 2026

Position End Date: late October

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 passionate about the health of the watershed. Since that humble beginning, CoqWA has established restoration, monitoring, and educational programming that is valued and supported throughout the watershed. Our mission is to work collaboratively with landowners to promote healthy and resilient ecosystems and economies in the Coquille watershed. CoqWA is supported by a volunteer Board of Directors representing a variety of stakeholders. CoqWA is also advised by local technical advisors housed in local, state, and federal natural resource agencies. 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.

I. Position Summary

The Coquille Watershed Association (CoqWA) is seeking a Basin Assessment Crew Lead to coordinate and conduct field surveys evaluating aquatic and riparian habitat conditions, as well as road impacts, throughout the Coquille watershed.

This is a field-based position. Field days often involve several miles of hiking, wading through streams, navigating dense riparian vegetation including poison oak and blackberry briars, and working in steep terrain under a variety of weather conditions. Minimal office work will occur for data organization and planning.

The Crew Lead will work closely with a seasonal field technician, forming a two-person field crew responsible for implementing basin assessment surveys throughout the summer field season. The Crew Lead will supervise daily field operations, coordinate logistics, and ensure surveys are conducted safely and according to established protocols.

The ideal candidate will have strong field leadership skills, technical aptitude for habitat and road survey methods (or willingness to learn), and the ability to work both independently and collaboratively in rugged outdoor environments. In addition to leading basin assessment surveys, the Crew Lead will assist with other monitoring and restoration-related field activities during the summer field season (June–September), which may occasionally fall outside of a leadership role.



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Field crews work Monday through Thursday, 7:00 AM – 5:00 PM.

Survey work in the South Fork Coquille sub-basin will involve camping on U.S. Forest Service (USFS) lands during the work week (Monday–Thursday) between May and September to support access to more remote survey locations. Camping typically occurs in dispersed or minimally developed sites. Please note that camping gear will not be provided, and the Crew Lead will be expected to supply their own equipment for overnight field stays.

Low-cost seasonal housing may be available through the Bandon Marsh National Wildlife Refuge for approximately \$230 per month, depending on availability through the U.S. Fish and Wildlife Service. If housing is not available, employees will be responsible for securing housing in the area.

II. Essential Functions of the Position

Field Survey Leadership and Coordination

- Lead daily field operations for Aquatic Habitat Inventory (AQI) and GRAIP (Geomorphic Road Analysis and Inventory Package) surveys (GRAIP and AQI training will be provided prior to the start of the field season).
- Supervise survey technicians to ensure safe, efficient, and accurate data collection.
- Coordinate field schedules, organize daily logistics, and ensure proper care and maintenance of field equipment.
- Ensure field data is collected according to protocol standards.
- Troubleshoot and solve field challenges in coordination with the Project Manager and Program Coordinator.
- Assist with other watershed tasks as needed during the season (e.g., water temperature monitoring, riparian maintenance, etc.).

Landowner Coordination and Public Relations

- Represent the Coquille Watershed Association professionally when encountering landowners in the field.
- Work with the Project Manager and Program Coordinator to assist with securing access agreements and navigating access restrictions.
- Communicate fieldwork plans clearly and diplomatically to landowners and partners when needed.

Data Management and Reporting Support

- Support the Project Manager and Program Coordinator in organizing field data for reporting purposes.
- Maintain organized field notes, data sheets, and digital records.
- Assist with photo documentation and survey locations as needed.

III. Qualifications



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Education

- A bachelor's degree related to natural resources, environmental sciences, biology, forestry, geology, or a closely related field is preferred. Applicants with an associate's degree in these fields will be considered.

Professional Experience

- Minimum two years of fieldwork experience in natural resource monitoring, fisheries, forestry, watershed science, or a related field.
- At least one year of experience in a leadership role (e.g., crew lead, field supervisor, project coordinator) strongly preferred.
- Proficiency in field data collection techniques (training will be provided for AQI and GRAIP).
- Strong organization skills and ability to manage daily field logistics under dynamic conditions.
- Excellent interpersonal communication skills to work diplomatically with landowners, staff, and project partners.

Technical Skills

- Ability to safely and efficiently work outdoors in rugged, uneven, and often remote terrain in varying weather conditions.
- Comfortable navigating using GPS units.
- Familiarity with ESRI Field Maps, Survey123, and Microsoft Office (Word, Excel).
- Ability to follow scientific protocols and accurately collect and record field data.

General Requirements

- Ability to lift and carry up to 40 pounds over uneven terrain.
- Willingness to work flexible hours, occasionally including early mornings, evenings, or weekends based on fieldwork needs.
- Valid driver's license and reliable transportation required (work vehicle will be provided; however mileage reimbursement will be provided at the current state-approved rate if personal transportation is required to complete field duties).
- First Aid/CPR certification or willingness to obtain (training may be provided).
- Commitment to working as part of a collaborative, positive, and solutions-oriented team.

IV. Application Instructions and Timeline

- Please submit application materials to hring@coquillewatershed.org with the subject line "[LASTNAME]_Basin Assessment Crew Lead Application"
- Required application materials
 - Resume
 - Cover Letter



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- Three references with contact information provided (professional references preferred)

Application Deadline is April 6th, 2026

- Interviews will be conducted the week of April 13th.

The Coquille Watershed Association is an equal opportunity employer.

Many people are less likely to apply for jobs unless they believe they meet every one of the qualifications described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role. We will consider transferable skills and reasonable substitutions for qualifications.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, pregnancy status, veteran status, or any other protected status under applicable law.