



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

## **Monitoring Program Coordinator Position Description**

**Job Title:** Monitoring Program Coordinator

**Reports to:** Executive Director

**At Will, Non-Exempt Position**

**0.85 FTE (34 hr/wk)**

**Starting Compensation:** \$33/hr to \$37/hr depending upon experience

**Preferred Start Date:** August 2026

**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), flexible work schedule and hybrid work environment

### **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 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 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.

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 Monitoring Program Coordinator (MPC) will oversee the development and implementation of an array of monitoring and watershed assessment projects in the Coquille watershed. As a member of the supervisory team, the MPC will assist the Director and Board in implementing CoqWA's goals and work toward the achievement of the Association's mission and strategic plan as well as the broader Coquille Coho Strategic Action Plan. The MPC will expand CoqWA's portfolio of projects in monitoring and watershed assessment, managing several projects at one time as well as developing opportunities for new projects and funding. The MPC reports to the Director, oversees Monitoring Staff and works closely with other staff, volunteers, private landowners, agency partners, and others to accomplish projects and initiatives.

The MPC commits to a collaborative, partnership-based work environment while also being able to work independently. The MPC will be supported by dedicated staff as well as the best group of project partners.

### III. Essential Functions of the Position

#### Restoration Effectiveness Monitoring

- Implementation of the Lower Coquille Tide Gate and Fish Passage Monitoring Program
  - Field activities include juvenile coho sampling, water quality sampling (water level, temperature, dissolved oxygen, conductivity), and PIT antenna maintenance at multiple tide gated sites (funding secured)
  - Management, analysis, and reporting of monitoring data to inform restoration priorities, agencies, and the public of findings (funding secured)
- Implementation of the Beaver Hill Wetland Restoration Effectiveness Monitoring project
  - Actions include constructing and installing new PIT antennas, juvenile coho sampling and water quality sampling (funding secured)
  - Actions include groundwater monitoring, turtle and beaver activity surveys, macroinvertebrate sampling and vegetation monitoring (funding pending)

#### Status and Trend Monitoring

- Continuation of the Basin Wide Temperature monitoring project. Work with Monitoring staff and project partners to monitor temperature at 80 locations across the Coquille Basin. Manage, analyze and report on the data to help inform future restoration priorities (funding secured)
- Monitor temperature long-term at the 9 High Priority Focal Basins identified by the Coquille Coho Strategic Action Plan (funding pending)
- Monitor for 6PPDq within the Coquille Watershed as part of a statewide project led by ODFW (funding secured)

#### Watershed Assessments

- Oversee basin assessments to evaluate current watershed conditions and inform restoration priorities (GRAIP road surveys, Aquatic Habitat Inventory, and water quality) (funding secured)
- Oversee analysis of data to inform CoqWA's restoration priorities in the sub-basin, coordination with Restoration staff on data interpretation and priority reaches (funding secured)

#### General duties:

- Prioritize and manage multiple simultaneous projects and deadlines
- Development and oversight of project work plans/timelines, budgets, contracting, permitting, implementation, and deliverables for monitoring projects
- Synthesize key watershed management issues, including stream, wetland and riparian restoration, fish habitat improvement and monitoring in order to articulate these to the public, partners, and other key stakeholders
- Development of new monitoring projects with assistance from other staff and technical advisors

- Coordination of work plans with project teams, including landowners, technical specialists, subcontractors, 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 project team for review (applications, maps, project summaries, etc.)
- Building of collaborative and diplomatic relationships with landowners, funding entities, local/state/federal agencies and other organizations to accomplish watershed monitoring objectives
  - Representing the Coquille Watershed Association to landowners, partners, public agencies and other parties
  - Providing presentations about watershed monitoring and conditions to partners, funders, and the public
- Grant writing and funding
  - Identifying funding sources and developing relationships with funding partners
  - Preparing grant applications and proposals
  - Grant reporting and budgeting
- Oversee staff when they are performing Monitoring duties

#### **IV. Qualifications**

##### *Education*

- Master's degree in a related field with research experience or a combination of education and experience specific to this position

##### *Professional Experience*

- Five years work experience in natural resources research/surveying work/conservation planning and/or project management, fisheries experience preferred
- Experience working on field research or monitoring projects that require continual troubleshooting of equipment; work in an agricultural setting a plus
- 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. public and professional forums, 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
- 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.
- Ability to work both independently and as part of a team

- Comfort navigating contentious regulatory issues to seek common ground with diverse interests
- Knowledge and appreciation of the people, values, and current conservation issues of the region. Ability to work with partners to identify win-win solutions and compromises for a restoration project.
- Knowledge (or willingness to learn) of watershed councils and local, state, and federal natural resource agencies
- A working knowledge of ArcGIS and using a GPS unit
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Access)
- Working knowledge of data management and analysis software (RStudio, Python or Matlab)
- A positive attitude with a flexible approach to work and willingness to take on new projects or tasks as needed
- Ability to engage in strenuous outdoor activity on and off trail, carry field equipment and endure outdoor field conditions including cold and wet winter weather and extreme heat

### *General Requirements*

- 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 work travel may be required. Mileage will be reimbursed at the state approved rate

### *How to apply*

- Please submit application materials to [hring@coquillewatershed.org](mailto:hring@coquillewatershed.org) with the subject line “[LASTNAME]\_Monitoring Program Coordinator Application”
- Required application materials
  - Resume
  - Cover Letter
  - Three references with contact information provided (professional references preferred)

**Position open until filled:** First review of applicants will be Monday, May 11<sup>th</sup>.

**Interviews:** The first round of interviews will be no later than the week of May 25<sup>th</sup>.

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.