POSITION DESCRIPTION

Title: Boardman Project Manager
Reports to: Restoration Director
Location: Boardman, Oregon
Position: Full-time, exempt; salaried with benefits (health, dental, vision)
Compensation: $54,517 – $65,416/yr
Period: Permanent

OVERVIEW SUMMARY

The Boardman Program Manager will work to conserve the native shrub-steppe habitats and species on the Naval Weapons Systems Training Facility Boardman (NWSTF). This facility is a 47,400-acre Naval installation located in north-central Oregon and supports one of the largest remaining parcels of native shrub-steppe vegetation in that part of the state. Ecostudies recently entered a 5-year Cooperative Agreement with NWSTF to assist them with habitat enhancement and restoration to improve habitat quality with the goal of re-establishing native vegetation to support Washington Ground Squirrels and other native Columbia shrub-steppe species. Funding is provided in 18 month periods.

This is a new project for Ecostudies in a new region and the Boardman Project Manager will help build, grow and support this effort. This is a cooperative program, requiring coordination with multiple partners (such as the Department of Defense and The Nature Conservancy), as well as staff, contractors and other entities. Documents guiding this work include the NWSTF Boardman Integrated Natural Resources Management Plan, Wildland Fire Management Plan and Washington Ground Squirrel Conference Opinion. During an annual period, we expect most fieldwork to occur from October – June. The position could be based in areas nearby to Boardman, OR (e.g., Tri-cities, Dalles, Walla Walla).

Primary project components include:
- Habitat enhancement and invasive species control
- Firebreak revegetation
- Washington ground squirrel monitoring (camera trap methodology)
- Vegetation and habitat enhancement monitoring.

About Ecostudies

Ecostudies Institute is a 501(c)(3) scientific non-profit organization dedicated to the conservation of native species and their ecosystems. We achieve our mission through effective partnerships, sound scientific research, strategic land management and ecological restoration. At the core of our mission is a cooperative conservation model that strives to realize improved conservation outcomes by developing shared goals and vision through partnerships. These partnerships, in turn, encourage information transfer, advances in cutting edge restoration techniques, and the development of integrated range-wide conservation approaches. We maintain an office in Olympia, Washington with a permanent and seasonal staff of over 30 individuals.
RESPONSIBILITIES

- Support and coordinate collaborative planning efforts that integrate priorities across multiple project areas (species, habitats, etc)
- Provide oversight and leadership for restoration crew and support scheduling, logistics and implementation
- Conduct on the ground field-work including herbicide application, seeding, and vegetation monitoring
- Develop and maintain spatial databases for planning and documenting management actions
- Oversee and manage budgets and cooperative agreement deliverable tracking and provide timely progress reports
- Produce and assist with high-quality deliverables
- Communicate successes and lessons learned to partners, staff and the public through written reports, presentations and other methods. Suitable results should also be communicated through published reports or other appropriate means.
- Provide a variety of information to staff and others, contributing to conservation projects and assisting workflow throughout the organization
- Initiate and administer service contracts, ensuring contract compliance and fulfillment of deliverables Identify gaps in technical knowledge and direct resources to investigate new techniques and refine knowledge of habitats and their response to management.
- Hold commercial pesticide operator license.
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- BA/BS/AS/Technical or vocational degree in science-related field or equivalent combination of education and experience
- Minimum two years’ experience and/or education related to ecological restoration and at least one year’s experience in program management, including planning, staffing, reporting, and budgets
- Experience working with or knowledge of natural systems; ability to recognize plant and animal species as required to complete management activities. Knowledge of current trends and practices in conservation, land management and natural resource preservation
- Background in managing complex budgets to support project implementation
- Familiarity with federal grants
- Demonstrated competence managing complex collaborative projects, balancing priorities and providing leadership to integrated teams across multiple project areas.
- Ability to manage time and diverse activities under deadlines while delivering quality results
- Working knowledge of common software applications (e.g.; ESRI-ArcGIS, Word, Excel, etc.)
- Understand principles of effective communication in support of effective teams and partnerships
- Strong foundation in program safety
- Background and interest in ecological fire management

WORKING CONDITIONS:

- Regularly works indoors in an office setting, as well as outdoors in natural and wildland areas. Frequently visits natural lands and other areas - hikes across uneven ground and conducts work within native habitats, including those accessed by boat/ferry. Field work is performed in all weather conditions and often in rough terrain.
- Works in conditions involving pesticides or prescribed fires.
● Occasionally lifts, positions, or otherwise moves objects weighing up to 50 pounds.
● Responsible for some evenings and weekends including travel.

OTHER:
● Full vaccination for Covid-19 is required for employment at Ecostudies Institute.

HOW TO APPLY:
See webpage for a full Position Description

Qualified applicants should provide a detailed letter of interest, current résumé or curriculum vitae, and three professional references (names, affiliations, and contact information only). Application package should be combined into one file. All applications will be acknowledged.

Email these materials to: mmckinley@ecoinst.org, with Boardman Project Manager Application in the subject line.

Ecostudies Institute is an Equal Opportunity employer. Personnel are chosen on the basis of suitability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Ecostudies Institute management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

This position description does not constitute an employment agreement between the Ecostudies Institute and the employee and is subject to change by Ecostudies Institute as the needs of the Ecostudies Institute and requirements of the job change.