



## ECOSTUDIES INSTITUTE

*A nonprofit scientific organization*

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### POSITION DESCRIPTION

Title: Restoration Project Manager  
Reports to: Restoration Program Manager  
Location: Boardman, Oregon  
Position: Full-time, exempt (Salaried)  
Period: Permanent  
Compensation: \$61,184 – \$70,242/yr  
Benefits: Sick, vacation, holiday PTO; health, dental, vision, retirement\*  
*\*Employees can make personal contributions to retirement after 3 months, Ecostudies provides match after 6 months.*

Application deadline: Open until filled, but for fullest consideration please apply no later than December 31, 2025.

### OVERVIEW SUMMARY

The Boardman Restoration Project Manager (Restoration 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 assists NWSTF 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 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.
- Site access coordination through Department of Navy Range control.
- Contractor coordination and management.

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*Conservation science, partnership, and practice*

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## **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, including maps.
- 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 and applicator licenses in Oregon. 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.

## **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.

## **HIRING EQUITY AND JUSTICE**

*It is well-documented that Black, Indigenous and People of Color (BIPOC), queer and transgender folks, women, and other marginalized groups often do not apply for jobs unless they feel they meet every qualification listed in the job description. We are most interested in finding the right candidate for the job and our organization. We encourage all passionate and interested candidates to apply and think broadly about your background and qualifications that could be transferable for the position. We are committed to working against the structural biases that continue to keep marginalized people excluded from the conservation, restoration, and wildland fire/prescribed fire fields, and to making sure our hiring practices are not reproducing those biases.*

## **HOW TO APPLY:**

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: [tatkinson@ecoinst.org](mailto:tatkinson@ecoinst.org) with Boardman **Restoration Project Manager Application** in the subject line. Review of applications may begin as they are received until position is filled; preference will be given to those submitted before December 31, 2025.

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*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.*