



**MCKENZIE**  
WATERSHED ALLIANCE



## **Job Opening: Pure Water Partners Program Coordinator**

**Posted: November 8, 2023**

**Applications Due: Open until filled. To be considered for the initial round of interviews applications must be received by December 4, 2023.**

**Job Title:** Pure Water Partner Program Coordinator

**Employer:** The McKenzie Watershed Alliance (MWA) is the employer of record. The MWA is the fiscal sponsor of the McKenzie Watershed Council (MWC), [www.mckenziawc.org](http://www.mckenziawc.org). The position will work cooperatively with the Pure Water Partners member organizations, [www.purewaterpartners.org](http://www.purewaterpartners.org).

**Direct Supervisor:** MWA Executive Director

**Location:** McKenzie Watershed Council office is located at 175 West B Street, Bldg D, Springfield, OR 97477. Field operations will focus on rural communities within the McKenzie River sub-basin, including McKenzie Bridge, Blue River, Vida, Leaburg, Walterville, Cedar Flats, and Camp Creek Road.

**Status:** Exempt (1.0 FTE, 40 hours/week),

**Pay:** \$68,000 - \$73,000/annually based on experience.

**Benefits:** Medical and dental stipend, competitive paid time off package, short-term disability, and SIMPLE IRA retirement plan with up to 3% employer match.

**Duration:** Permanent. Desired start date is immediate based on availability.

### **Summary of Position**

The MWA seeks an organized, thoughtful, and skilled communicator to join our team as the Pure Water Partner (PWP) Program Coordinator. The PWP promotes voluntary partnerships among private landowners and local organizations working to protect and enhance McKenzie River Watershed's natural resources. PWP member organizations include Eugene Water & Electric Board (EWEB), McKenzie River Trust (MRT), Upper Willamette Soil and Water Conservation District (UWSWCD), and the MWC.

This position will work collaboratively with MWA staff and partner organizations to coordinate the PWP program. Duties will include partnership development, tracking PWP operations, maintaining communication between management and field staff, and meeting coordination and facilitation. This position will also supervise MWA staff involved in PWP work. The MWA Executive Director will supervise the position. Management staff from the Upper Willamette Soil and Water Conservation District (UWSWCD), and Eugene Water & Electric Board (EWEB) will serve as an advisory team to the position.

## **Key Responsibilities**

### *PWP Coordination*

#### 1) Partnership Coordination & Communication (60% FTE)

- Participate in Diversity, Equity, Inclusion, Justice (DEIJ) and Decolonization trainings and workshops and support integration of these principles throughout the PWP.
- Plan, convene, facilitate, and provide follow up for PWP meetings. Support agenda development, meeting logistics, and providing meeting materials. Meetings may include:
  - Quarterly partnership meetings with PWP organizations (i.e., MRT, EWEB, UWSWCD, MWA, US Forest Service, Eugene-Springfield Metropolitan Wastewater Management Commission, University of Oregon, Cascade Pacific Resource Conservation and Development, The Freshwater Trust),
  - Regular meetings of the PWP field staff and management representatives.
  - Committee meetings focused on planting, invasive vegetation management, and forest fuels reduction. Committee meeting facilitation and other aspects of planning are done in coordination with other PWP focused staff.
  - Weekly coordination meetings with SWCD and EWEB managers around program management including engaging new landowners, meeting agenda development, and troubleshooting operations.
- Manage the PWP calendar of operations, partner input, and decision-making from meetings.
- Work as a team to share data and outcomes with partners for internal prioritization. This may include presentation to the Boards of all partner organizations.
- Work as part of a PWP team to develop and submit grants.
- Assisting or leading with grant and program reports.
- Participate in strategic planning, identification and development of program training opportunities, and team relationship development and maintenance.

#### *Supervision (30% FTE)*

- Supervise PWP-focused staff from the MWA.
- Review and approve timesheets from direct reports.
- Complete annual performance reviews for all direct reports.

#### *Administration (5% FTE)*

- Complete personal timesheets, position training, and continuing education.
- Participate in the MWA management team.
- Attend quarterly MWA Board of Director meetings.
- Attend monthly McKenzie Watershed Council meetings.

#### *Other Duties as Assigned (5% FTE)*

## Position Requirements

- A bachelor's or advanced degree with major course work in collaboration, human resources, and personnel management is desired. ***Any combination of education and lived experience that prepares the applicant to perform the duties and responsibilities of the position will be considered.***
- Excellent written and verbal communication skills.
- Experience with facilitation and leadership of collaborative processes.
- Direct supervisory experience.
- Self- motivated & organized, able to track multiple, complex workflows.
- Strong interpersonal skills, including personal commitment and demonstrated ability to work with people from diverse backgrounds and perspectives and ability to communicate with a wide variety of stakeholders.
- Experience with programs such as Microsoft Office, Google Suite, Adobe, Zoom, and document management. Experience with GIS and ESRI suite of products is desirable but not required.
- Database management and Asset Management Software (Cartegraph or similar)
- A valid driver's license, auto insurance, and reliable personal transportation are required. The MWA reimburses employees at the State of Oregon mileage rates (as of 2023, \$0.655/mile).
- Willingness to have a flexible work schedule. Some nights and weekends will be required.
- Ability to participate on field visits to work project sites with uneven surfaces, dense vegetation, and adjacent to moving water.
- The position requires sitting, typing, standing, and carrying up to 40 pounds.

## Desired Skills and Experience

- Knowledge and experience working in conservation and environmental restoration field.
- Personal connection to the McKenzie River and local communities
- Experience working for 501 (c) non-profit organizations.

## On Diversity, Equity, Inclusion and Justice

The McKenzie Watershed Alliance recognizes the reality of modern-day systemic racism that has maintained disparities that limit opportunities for groups of people based on race, culture, and other characteristics. We realize that our current programs, partnerships, and funding priorities are constructs of the society in which they were developed and reflect elements of power and privilege. With this understanding, we believe that an organizational commitment to justice, equity, diversity, and inclusion is essential to the success of the Alliance and the development of a more resilient watershed and community. Organizational success toward this goal is rooted in the theory of change that begins with personal understanding and commitment.

## How To Apply

Please submit the following as a single PDF file, not exceeding 5 pages via email to MWA Executive Director Jared Weybright: [jared@mckenziawc.org](mailto:jared@mckenziawc.org)

- 1) Cover letter
- 2) Resume
- 3) References

In your cover letter, please describe your lived, professional, or educational experience as a coordinator in collaborative setting(s), including experience supervising staff. Please include a description of your experience or understanding of the work needed to advance diversity, equity, inclusion, and justice principles among marginalized socioeconomic, cultural, or racial communities. Please limit the cover letter to two pages.

The resume should include relevant education, degree(s), training, work, and lived experience. Please cite the duration of previous relevant work experience and clearly define your role. Please limit the resume to two pages.

Include up to three references with name, title, email, phone contact information, and a brief description of how you know them.

The total application package should not exceed five pages. All application submittals should have: "PWP Program Coordinator – applicants last name" in the subject line. Incomplete applications will not be accepted.

**The position will be kept open until filled. The initial round of interviews will be conducted in mid-December 2023. To be considered for the initial round of interviews, applications must be received by December 4, 2023. Applicants will be notified of the next step in the review process after that time.**

*The McKenzie Watershed Alliance is an equal-opportunity employer.*

*Please submit questions regarding the position or application process to the McKenzie Watershed Alliance Executive Director, Jared Weybright, [jared@mckenziawc.org](mailto:jared@mckenziawc.org)*