Application Deadline: November 20, 2022

**Job Title:** Restoration Program Coordinator  
**Location:** Upper Willamette Valley (Eugene/Springfield area)  
**Position Type:** Full-time (32-40 hrs/week)  
**Expected Start Date:** Winter 2023  

**Who we are:** The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that will help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our Core Values). The Freshwater Trust is a systems change-focused nonprofit that builds and deploys technical, financial, and policy tools to enable large-scale solutions that bolster watershed resiliency.

With headquarters in Portland, OR, TFT employs 50+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland and Ashland, OR and Sacramento, CA. Our team members represent a wide range in background and skillset; teams include restoration, science and analytics, philanthropy and fundraising, communications, legal, finance, and administrative and systems support.

**Overview:** This position is responsible for the coordination of a new water quality trading (WQT) program with the MWMC (Metropolitan Wastewater Management Commission) and will serve as a bridge between TFT restoration professionals in our Portland, OR office and partner organizations implementing riparian reforestation projects in the upper Willamette basin. The MWMC WQT program will implement a suite of compliance-grade riparian shade projects 2023-2027 to achieve thermal abatement credits for Clean Water Act compliance. After implementation, WQT projects have a 20-year duration with ongoing stewardship and monitoring requirements.

This position will report to a Portland-based staff member and will collaborate closely with the Northwest Programs team based in Portland, OR as well as other staff responsible for implementing, stewarding and monitoring WQT projects in Oregon. Approximately 60-70% of work will be completed in a home office and 30-40% will be completed at project locations as well as at meetings and events with stakeholders.

**Who you are:** This role is ideal for a highly organized multi-tasker with a background and interest in restoration project implementation and stewardship. The successful candidate will have excellent
communication and collaboration skills and will find joy in an organized spreadsheet used to track timelines, deliverables, and contracts. The Program Coordinator will work both independently and collaboratively across organizations to scale up the impact and effectiveness of riparian forest restoration in the upper Willamette basin.

- Collaborative with excellent relationship-building and communication skills to build strong partnerships.
- Committed to resilience of watersheds and communities in the upper Willamette basin.
- Proactive and solutions-oriented with the ability to connect everyday tasks with the big picture.
- Independent and self-motivated to manage day-to-day work with support from the Northwest Programs team based in Portland, OR.

**What will you be doing?**

- Primary point of contact and support for partner organizations (watershed councils, Soil and Water Conservation District, etc.) who are leading on implementation and stewardship of riparian reforestation projects. Manages day to day communications and relationships.
- Core responsibilities include program tracking and coordination of deliverables, deadlines, and task assignments, as well as leading or assisting on developing and managing partner contracts, scopes of work, invoicing, and budgets. Support partners in tracking project evaluation, implementation, stewardship, and monitoring tasks.
- Support on WQT credit cycle requirements. Assist in assessing potential projects against defined eligibility/suitability criteria. Lead or assist on completing project documentation and forms using information supplied by project partners and others (e.g., project design, stewardship and monitoring plan).
- Provide initial support for partners in using TFT mobile applications.
- Contribute place-based knowledge to support setting program goals, identifying opportunities and challenges, and making recommendations for adaptive management. Serve as a liaison between TFT and local partners to communicate program goals and priorities. Identify resources needed to support landowner recruitment and other program elements.
- Represent TFT locally at partner organization meetings, workshops, and other events.

**What is your background and skillset?**

- Minimum Bachelor’s degree or commensurate professional experience required, optimally in natural sciences, political science, public administration, natural resource management, water resources or a related field.
• At least 2-5 years professional experience working on a restoration program or implementing and stewarding restoration projects, or experience in a related field managing multiple timelines, projects and tasks with external partners.
• Highly organized and able to learn, use and improve internal tracking and coordination tools and processes. Excellent reliability and follow-through.
• Interest in learning about ways to systemically improve how policies are implemented to support, fund, and complete meaningful on-the-ground improvements to rivers and their watersheds.
• Ability to work collaboratively, build and sustain relationships, and promote a healthy learning environment.
• Excellent communication skills, both verbal and written.
• Strong work ethic, organizational, and time management skills.
• Ability to work safely as part of a team in rural and remote areas.
• Familiarity and basic skills identifying and/or growing native trees, shrubs, herbaceous plants and weeds common to Oregon.

Additional Considerations:
• Have a passion for the mission and values of The Freshwater Trust and a demonstrated commitment to restoration in Oregon with the ability to motivate others around this mission.
• Exhibit professionalism, confidence, intellectual curiosity, and resilience.
• Applicants must hold a clean and valid driver’s license.
• Applicants must have legal authority to work in the U.S.
• Ability to conduct field work in and around rivers and on uneven terrain while standing, kneeling, bending, stooping, etc. with exposure to all types of weather conditions for up to 10 hours a day. Ability to carry equipment and supplies up to 50 pounds. Crossing streams and navigating through dense vegetation are required. Poisonous plants, ticks, mosquitoes, thorny plants, and other hazards may be present.
• Tolerance of remote conditions (no drinking water or facilities available on project sites).
• Ability to drive long distances (ranging 1 to 3 hours one way).
• Are fully vaccinated against COVID-19.

Benefits and Compensation:
• $48,000 - $58,000
• The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental
coverage, automatic 5% retirement employer contributions, commuter benefits and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full-time staff after seven years, and professional development opportunities.

Application Instructions:

- Supply a Cover Letter, Resume, and a list of 3 References into a single PDF not to exceed 5MB by November 20.
- Submit required information and documentation here.
- Anticipated timeline: Notification of applicants selected for interview is expected by November 30, with interviews planned for December.

Interested candidates from historically underrepresented communities are strongly encouraged to apply. The Freshwater Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. ADA accommodations will be provided upon request.