



Harney Soil and Water Conservation District Burns Local Implementation Team Coordinator

Open Date: 1/13/2025

Closed Date: Open until filled. Application review begins 1/27/25

Reports to: Harney SWCD District Manager

Salary: Starts at \$65,000 annually

Work Location: Hines/Burns, Oregon

Desired Start Date: Immediately, based on availability

Overview

The Burns Local Implementation Team (LIT), was established in 2011 for the purpose of improving sagebrush ecosystems to benefit sagebrush obligate species, open spaces, with a focus on Greater Sage-Grouse. The LIT is a multistakeholder collaborative comprised of local, state, and federal agencies as well as ranchers and nonprofit organizations. The LIT is focused on developing restoration strategies that bring together each partner's assets to identify and develop projects that will strengthen conservation outcomes through cross-boundary restoration. The coordinator will facilitate partner meetings, manage multiple projects, coordinate outreach, and develop new projects based on the LIT's shared priorities. This is a regular, at-will, exempt, full-time position that serves as the Coordinator for the LIT, in Burns, Oregon.

Supervision Received

The Coordinator reports to and is supervised by the Harney SWCD District Manager and work will be reviewed annually by the LIT core team. The Coordinator is expected to accomplish tasks independently in multiple areas of work with technical guidance from state and local partners. The position acts on behalf of the Burns Local Implementation Team within the authority delegated by the LIT Core Team and this description.

Essential Functions and Core Duties

- Utilize strong facilitation skills to foster collaboration and working relationships among federal and state natural resource agencies, counties, landowners, non-governmental organizations (NGOs) and related partners to develop cross-boundary projects.
- Convene all Burns LIT meetings and sub-group or special issue meetings (including project site visits) as determined necessary by the LIT. Develop meeting agendas and notes and arrange all meeting logistics. Facilitate LIT meetings to ensure maximum participation from all partners. Maintain and distribute meeting notes/documentation and action items.
- Regularly attend partner meetings to share the LIT's work and learn about partners' work to share with the LIT and develop cooperative projects/proposals.
- Manage multiple grant-funded projects by tracking budgets, managing contractors, monitoring outcomes, reporting to funders and coordinating with partners.
- Conduct outreach and coordinate education workshops for livestock producers, private landowners, LIT partners, and the general public.
- Participate in SageCon Partnership's broader efforts to involve sage-grouse issues and partners from across the state, including implementation of the Oregon Sage-grouse Action Plan, Strategic Threat-Based Conservation Planning and Oregon Sage-grouse Conservation Assessment and Strategy.

- Compile, maintain, and distribute LIT assets including the Threats Reduction Plan and geospatial data that catalogs information on partner projects, rangeland threats and conservation opportunity areas in the LIT planning area, using ArcPro and SageCon Landscape Planning Tool.
- Develop funding proposals to implement activities and priorities identified in the LIT's Threats Reduction Plan and other collaboratively developed documents.
- Attend trainings, conferences, seminars, regional meetings, etc., at the recommendation of the LIT Core Team to stay current on new practices, laws, programs, and other items of interest that may benefit the department.
- If applicable, supervise assigned seasonal support staff; coordinate and review work; ensure work complies with appropriate guidelines.

Required Knowledge and Abilities

KNOWLEDGE:

Must have knowledge of multiple grant funding programs. Understanding and appreciation of landowner/working land, rural ranch community, and sagebrush conservation issues, ideally with some knowledge of the local areas or similar areas based on experience in other regions. Must demonstrate excellent communication both orally and written through technical writing, proper grammar, spelling, and composition. Must be proficient in Microsoft Office suite and ArcGIS Pro.

ABILITIES:

Must be able to work independently with minimal supervision and with diverse clientele. Ability to read and interpret state and federal policies and procedures such as Federal NEPA process and the Oregon Greater Sage-grouse ARMPA that will allow the incumbent to help communicate those concepts clearly to other interest groups such as landowners and conservation organizations. Must have the ability to operate an off-highway vehicle. Ability to coordinate and communicate clearly and effectively with diverse interest groups (e.g., landowners; government officials, non-governmental organization partners, and internal staff). Ability to work independently with little supervision and with diverse clientele. Position requires working outside in variable weather conditions, including hot and dry conditions at high elevation, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances. Field visits may involve hiking several miles through mud, creeks, desert, and mountain terrain.

EDUCATION EXPERIENCE:

A Bachelor's degree or higher with major coursework in natural resource management, public affairs, communications, social-ecological systems, natural resource policy, or a related discipline OR an equivalent combination of experience and training in science communication, communications, or related experience working with multi-stakeholder collaboratives to address natural resource management issues that enable the applicant to possess the required knowledge, skills and abilities required for this position.

The position requires a flexible work schedule of 40 hours a week with occasional night and weekend meetings.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

This position works primarily in the office with regular fieldwork. The fieldwork will include walking and driving in rangelands and streams; on properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. Some physical exertion may be required during field work such as walking, planting vegetation, and using technical or power equipment and hand tools.

Office work will include working at a desk and using a computer. Remote office work is sometimes allowed but time in the office is preferred as it is important to maximize partnership development and provide customer service for visitors.

This position requires travel to field sites, workshops, training sessions, plus occasional evening meetings. Occasional overnight travel will be involved. Although the District has some vehicles, occasional use of the employee's vehicle may be necessary (available reimbursement is based on mileage).

Compensation:

- Starting pay is \$65,000 with potential yearly step increases based on performance
- Health benefits are included after 2 months including MASA (airlife)
- Option to enroll in a Simple IRA retirement plan with 3% employer match after 2 months
- 13 paid holidays, sick leave and vacation

Questions:

- If you would like more information about the opportunity please contact Jason Kesling 541-573-6446 ext 4, kesling@harneyswcd.net

To Apply:

- Please email a cover letter, resume, and contact information for up to three references to kesling@harneyswcd.net with "Burns Local Implementation Team Coordinator" in the subject line. **Announcement will remain open until filled.**