

# Project Assistant (Part-Time)

Horseshoe Meadow Resource Solutions is seeking a motivated and organized **Part-Time Project Assistant** in Lakeview, Oregon.

## Position Overview

The Project Assistant will provide administrative and technical support for a variety of natural resource conservation, watershed restoration, agriculture, and community development projects. This position is ideal for someone who enjoys a combination of office work, field activities, and collaborative project development.

## Primary Responsibilities

- Organize and maintain digital and paper filing systems
- Update and maintain website content
- Manage emails and assist with communications
- Attend meetings and prepare meeting notes and summaries
- Assist with project development and coordination
- Provide grant writing and grant reporting support
- Assist with field work, including photo point monitoring and project documentation
- Support education, outreach, and community engagement events
- Perform other administrative and project support duties as assigned

## Preferred Qualifications

Ideal applicants will have:

- A background in natural resources, agriculture, environmental science, biology, watershed restoration, or a related field
- College coursework or a college degree (preferred)
- Experience with Google Workspace (Docs, Sheets, Drive, Forms, etc.)
- Basic GIS or mapping experience
- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Attention to detail and the ability to manage multiple projects simultaneously
- A **valid driver's license** and **reliable transportation**

## Desired Characteristics

The successful candidate will:

- Be self-motivated and able to work independently
- Work collaboratively as part of a team
- Take initiative while also following direction
- Be dependable, professional, and eager to learn
- Enjoy both office and occasional field work

## Work Schedule & Setting

- Part-time: **10–15 hours per week** to start
- Flexible scheduling based on project needs
- Opportunity for additional hours as projects develop
- Position is approximately **90% office-based** and **10% field-based**
- Occasional field work may include site visits, photo point monitoring, project documentation, and participation in outreach or community events

## Compensation

- **\$20.00–\$25.00 per hour**, depending on experience and qualifications

## How to Apply

Please submit your resume through the Employment page on our website:

<https://hmresourcesolutions.com/>

Applications will be reviewed as they are received, and the position will remain open until filled.

## About Horseshoe Meadow Resource Solutions

Horseshoe Meadow Resource Solutions is a Lakeview, Oregon-based consulting business owned and operated by Brandi Neider. The business provides consulting services in natural resource conservation, watershed restoration, agriculture, grant development, project management, stakeholder engagement, and community outreach.

Brandi works collaboratively with nonprofit organizations, local governments, conservation partners, private landowners, and state and federal agencies to develop and implement projects that improve watershed health, support working lands, and strengthen rural communities throughout south-central Oregon.

The primary client of Horseshoe Meadow Resource Solutions is the **Lake County Umbrella Watershed Council (LCUWC)**. As a result, this position will primarily support LCUWC programs and

initiatives, including watershed restoration, grant writing and administration, project development, partner coordination, monitoring, education and outreach, conservation planning, and collaborative restoration efforts throughout Lake County and the surrounding region.

As the Project Assistant, you will work directly alongside Brandi on a variety of meaningful conservation initiatives. This position offers the opportunity to gain hands-on experience in project development, grant management, watershed restoration, and community engagement while collaborating with ranchers, universities, nonprofit organizations, conservation partners, and local, state, and federal agencies working to sustain healthy watersheds and resilient working landscapes.