

**Job Title:** Watershed Assistant

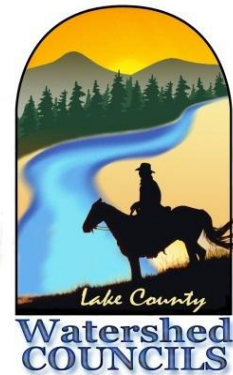
**Location:** Lake County, Oregon

**Classification:** Part-time-<sup>3</sup>/<sub>4</sub> time

**Compensation:** \$25-\$28/hour DOE, remote, contract work, flexible hours

**Application Deadline:** February 1, 2023

**Position Start Date:** March 1, 2023



### **About Lake County Umbrella Watershed Council (LCUWC)**

Established in the mid 1990s, five independent Watershed Councils were formed to represent each distinct watershed in Lake County. The Councils (made up of local residents) assisted landowners with watershed projects to improve and promote watershed health. Over time, the Councils merged to become the Lake County Umbrella Watershed Council.

With the aid of many partners, the Council plans, secures grant funding, implements, and monitors watershed restoration and enhancement projects. The Council also provides youth and landowner education programs throughout Lake County.

The LCUWC mission is to promote cooperative watershed restoration across jurisdictional boundaries to enhance Lake County's watersheds for present and future generations.

### **Position Summary**

The LCUWC currently contracts three positions: Fiscal Administrator (part-time), Project Manager-Uplands Coordinator (full-time), and Project Manager- Stream & Riparian Coordinator (full-time). With over 30 grants and projects to manage, the LCUWC is seeking support for contracted staff for education and outreach programs, grant management, and field work (as needed).

The new Watershed Assistant will provide support to existing and developing LCUWC programs and grants with opportunity and flexibility to advance into new roles within the organization. As an independent contractor, you will need to have or create either an LLC or a DBA. There are no benefits with this position; however, an independent contractor can set his/her own work hours and work for a competitive hourly rate. The Watershed Assistant is not limited to the LCUWC as his/her sole client as long as key responsibilities are consistently fulfilled.

### **Key Responsibilities**

\*Responsibilities and duties subject to change

- Education and Outreach Support
  - Coordinate outdoor schools and tours
  - Watershed education program (in the classroom)
  - Support outreach for project managers (landowner workshops, Goose Lake Fishes Working Group, etc.)

- Update brochures, website, support social media platforms (Watershed Wednesdays), support annual report and biannual newsletter, and create material that will complement project work (such as office canvas photos).
- Submit newspaper articles as needed to local papers
  
- Grant Support and Tracking
  - Record and manage landowner contact list and communications
  - Assist in the development and management of projects from start to finish
  - Create a calendar of due dates and work with project managers to complete reports.
  - Permitting and Compliance Support
  
- Field Work Support
  - Mapping, Flagging, Inventory, Inspection

**Desired Qualifications**

- Excellent interpersonal skills
- Ability to write, organize, coordinate events
- Self-motivated
- Willing to be a contracted staff member (can provide own insurance and operate independently)
- Reliable vehicle
- Ability to work remotely
- Computer skills

**Working Environment**

- Annual contract, renewed depending on performance
- 6 month probationary period within first year contract
- 20-30 hours per week.
- \$25-28/hour, DOE

**To Apply:**

If interested, please submit a cover letter and resume to [slidemountainsolutions@gmail.com](mailto:slidemountainsolutions@gmail.com) by February 6, 2023.