



Clackamas River Basin Council

P.O. Box 1869 • Clackamas, OR 97015 • www.clackamasriver.org • Email: info@clackamasriver.org
503-303-4372 FAX 503-303-5176

Communications and Stewardship Manager

The Clackamas River Basin Council (CRBC), a 501(c)(3) non-profit organization, working to *foster partnerships for clean water and to improve fish and wildlife habitat and the quality of life for those who live, work and recreate in the watershed.* CRBC is led by a Board of Directors representing 21 interest groups, which works closely with local agencies, organizations, landowners and volunteers to implement the Oregon Plan for Salmon and Watersheds.

Position Summary:

The primary duties of this full-time position are to support the Clackamas River Basin Council's (CRBC) mission by engaging the public, promoting watershed restoration, and implementing education and volunteer opportunities to enhance watershed health.

Under the direction of the Executive Director, this position creates and leads the implementation of CRBC's strategic communication and outreach plans, serving as the lead in analyzing and planning outreach and communication strategies and developing collaborative relationships in the community to effect positive change. The Communications and Stewardship Manager will coordinate and oversee landowner outreach programs that focus on involving rural and urban participants in CRBC programs and educational opportunities. Communication with individuals will include one-on-one meetings and group events that promote the importance of riparian and instream restoration, and watershed stewardship. This position includes supervision of other outreach and communications staff dependent on budget and grant funding.

Duties of Position:

Communication and Program Management

- Develop communications and outreach plans to represent CRBC programs and projects effectively with updates as needed.
- Develop and adapt strategies to support CRBC goals and objectives that involve evaluating and selecting appropriate communication for target audiences ensuring CRBC message, story and images support CRBC's mission.
- Communicate impacts of CRBC programs, policies and operations to Executive Director. Assess basin-wide issues and community values, concerns and opinions, and communicate them to staff and leadership team.
- Lead educational programs for landowners designed to foster strong positive habits and relationships with their Clackamas watershed.
- Supervise outreach staff.
- Manage design of promotional materials, print graphics, web displays, factsheets, emails, newsletters, social media, watershed signs, media releases and other materials used to engage and educate diverse audiences on a variety of watershed topics.
- Lead outreach activities that recruit private and public landowner to engage in CRBC restoration programs and promote understanding of watershed stewardship. These activities include, but are not limited to, direct mail, email, telephone, one-on-one outreach site visits, workshops or events. This may also include

conducting outreach site visits throughout the watershed to educate landowners as well as assess interest, site conditions, and eligibility for CRBC programs.

- Coordinate and/or lead stewardship program activities such as water quality sampling and physical habitat assessments and reporting assessment results.
- Coordinate and represent the council in water-quality protection groups, such as the Clackamas Technical Working Group, Local Agriculture Water Quality Committee, Pesticide Stewardship Partners, River Stewards, etc.
- Provide assistance in support of watershed planning, sustainable development, and stream restoration projects.
- Other activities designed to protect, &/or restore water quality such as facilitating partnerships with agencies, conservation organizations, landowners, schools, and community groups to implement projects such as the Clackamas Invasive Species Partnership and Stash the Trash program.
- Plan and lead/assist in volunteer work parties.
- Attend and present at public meetings and tabling events.
- Plan and implement special projects as assigned.

Project Tracking and Reporting

- Supervise other outreach staff in creating a clear and cohesive outreach message.
- Attend and report on outreach program activities to partners and to CRBC Board of Directors at Council and Executive Committee meetings.
- Lead grant writing and reporting for outreach program.
- Coordinate volunteer, outreach, and project tracking data.
- Make use of, or coordinate assistance for, use of ArcGIS software to determine outreach target areas and create visual maps for use in educational materials.
- Provide oversight to outreach staff for data entry, tracking, and assessment of landowner outreach and stewardship efforts.

Other

- Manage outreach activities in planning and implementing CRBC special events.
- Participate in routinely held outreach and field staff meetings.
- With a member of the CRBC Board of Directors, co-coordinate a governing board committee related to community outreach and involvement.
- Complete office administration activities as assigned.
- Other responsibilities as assigned.

Working Conditions:

This position involves a multi-task and team approach, supervised by the Executive Director, and includes both office and community-based activities. This position supervises the Communication and Program Coordinator. Our work takes us throughout the watershed though primarily focused in the lower portions of the basin, in and around the communities of Estacada, Sandy, Boring, Damascus, Happy Valley and Gladstone. Attendance at evening and weekend meetings and community events will require a flexible schedule.

Qualifications:

- Experience in community outreach with a preference for those with experience in watershed or natural resources education or planning, and those with experience working with rural populations; 2 or more years of experience is preferred.

- Demonstrable knowledge of Diversity-Equity-Inclusion concepts with ability to work across cultural differences. Openness, interest and ability to incorporate different perspectives from one's own cultural experiences.
- Post-secondary education with preference to those with a 4-year degree relating to environmental sciences or communication.
- Knowledge of Pacific Northwest ecology, common restoration techniques, and native and invasive plants.
- Proficient written and verbal communications skills, including the ability to initiate contact with diverse individuals or groups and present information on a wide variety of topics. Preference is given to those skilled at public speaking.
- Willingness and ability to supervise other outreach staff.
- Computer software proficiency with Microsoft Office program, including MS Outlook, MS Word, MS Excel, MS Access
- Working knowledge of ArcGIS software and social media platforms are highly desirable.
- Self-directed and organized with the ability to perform administrative, data tracking, and reporting activities.
- Experience and enthusiasm for working with private landowners and community partners to assist them in watershed restoration and stewardship.
- Preference for creative problem solvers with a skill for communicating technical, scientific information to the public and adapting communication tactics based on audience interests and needs.
- Preference to those with experience leading volunteers, work crews, interns, or staff in outdoor or office activities.
- Preference to those with previous experience with non-profit groups, especially watershed councils.
- Ability to work outdoors on uneven terrain and in inclement weather.
- Experience preparing, printing, and completing bulk-mailing operations.
- Valid driver's license recognized by Oregon or Washington and a reliable motor vehicle.
- Ability to pass a pre-employment drug screening.

Compensation:

Compensation: \$43,000 - \$66,000, dependent on experience. Benefit package includes medical, dental, short- and long-term disability, and life insurance along with retirement contributions.

How to Apply:

Email cover letter indicating your interest and relevant experience along with resume to info@clackamasriver.org, or mail your cover letter and resume to Clackamas River Basin Council, PO Box 1869, Clackamas, OR 97015. Review of résumés will continue until the position is filled.

Clackamas River Basin Council provides equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, national origin, age, disability, gender identity, genetics, or military or veteran status.