



## **Job Title: Technical Coordinator**

**Location:** White Salmon, WA  
**Salary Range:** \$51,674 – \$62,009  
**Duration:** Full-time  
**FLSA Status:** Non-Exempt  
**Application Deadline:** November 9, 2022 (applicant review will start November 3, 2022)

Columbia Land Trust is seeking an **East Cascades Oak Partnership Technical Coordinator** to join its team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 30+ years, Columbia Land Trust has permanently conserved more than 55,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres to benefit wildlife and communities. Central to our work is a commitment to advancing a more inclusive, equitable conservation movement and building relationships to achieve cooperative conservation solutions, as is demonstrated by our deep investment in the East Cascades Oak Partnership.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. [Equity is a core organizational value](#) and applicants should be able to demonstrate a commitment to diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington, just across the Columbia River from Portland, Oregon. Additional Land Trust offices are located in Portland and Astoria, Oregon, and White Salmon, Washington. **This position will be based out of our White Salmon, WA office.** For more information, please visit [www.columbialandtrust.org](http://www.columbialandtrust.org).

### **East Cascades Oak Partnership**

The East Cascades Oak Partnership (ECOP) is a 25-partner bi-state collaborative that brings tribal, federal, state, and local partners together in the implementation of a strategic Oregon white oak conservation plan. Oregon white oak is a priority species for conservation in Oregon and Washington, hosting a thriving diversity of plant and animal life, and providing core ecological and economic services in our region. The partnership provides learning opportunities, technical support, financial support, and outreach to partners and the general public to improve ecological and social outcomes in the central

and eastern Columbia River Gorge area. Columbia Land Trust serves as the partnership's fiscal and administrative sponsor.

## **SUMMARY**

**The Technical Coordinator will be an integral part of the three-person team at Columbia Land Trust dedicated to ECOP.** This team works with highly engaged partners and a steering committee to conserve, steward, and learn about these complex and fascinating oak systems. ECOP values learning and all sources of knowledge, from casual observation to rigorous academic science, and partners endeavor to translate learning into powerful conservation action. ECOP-dedicated staff at Columbia Land Trust consists of a program manager, a technical coordinator, and a grants coordinator.

In 2022, ECOP successfully secured a \$7.1 million-dollar Focused Investment Partnership (FIP) Grant from the Oregon Watershed Enhancement Board to implement its strategic plan over the next 6-10 years. The partnership also has several other private and public funding sources. The Technical Coordinator will support the partnership by serving as a primary contact for partner inquiries, developing and delivering technical support to partners, managing ECOP's monitoring program, and assisting with working group coordination and project implementation. This position will also coordinate with other Columbia Land Trust staff as necessary.

### **Essential Duties:**

#### Program Administrative Support (20%)

- Develops and maintains productive relations with community and conservation partners
- Schedules meetings and events, coordinates and prepares meeting space, ensures necessary materials and services are available for meeting execution
- Attends events and takes meeting minutes, prepares and distributes to partners
- Maintains active participation lists, email distribution lists, and attendance records
- Drafts documents and reports
- Assists with policy and procedure development
- Participates in annual review, work planning, and budgeting processes
- Participates in strategic plan update processes

#### Partner Technical Support (30%)

- Serves as the primary contact for partner inquiries (e.g. monitoring design support and training on ECOP's protocol, access to field monitoring kits, assessment tool support, management related questions) and connects partners with appropriate resources

- Assists with research collaboration and community learning project development
- Assists with developing and maintaining web and print content for partner technical support
- Maintains bibliography and online library of technical content
- Recruits speakers for ECOP events
- Develops workshops and other learning opportunities in response to partner interest
- Tracks partner progress and assist partners with conservation project implementation

#### Project Support (40%)

- Manages and oversees contract agreements
- Coordinates research and monitoring projects with partners, grantors, and landowners
- Supports and coordinates ECOP's GIS mapping and analysis needs; solicits from partners and/or generates shapefiles of project areas and monitoring plot locations, creates basic maps for grant reports and proposals, participates in spatial analysis with support from Columbia Land Trust's GIS team.
- Participates in exploration of prescribed burn associations
- Participates in the exploration of expanded seed source development projects
- Participates in the development of community learning projects – field experiments or learning projects that are meant to bring stakeholders and scientists together to advance learning toward shared, mutually beneficial outcomes
- Participates in statewide outreach discussions with the Pacific Northwest Oak and Prairie Alliance – a collaboration of other oak partnerships across Oregon, Washington, and California coordinated by ECOP partner, Pacific Birds

#### **Supporting Activities and Knowledge**

- Support our partnerships culture of learning with a genuine curiosity about the natural world, people, and the region
- Work collaboratively in a team environment with a spirit of cooperation
- Demonstrate a genuine interest in working with partners, stakeholders, and members of the public
- Develop knowledge on local, regional, and national issues related to East Cascades Oak Partnership's work to effectively represent the partnership

#### **Organizational Support**

Land Trust staff support a broad range of organizational activities such as participating in Board of Directors meetings, learning about and engaging with diversity, equity and inclusion (DEI) work, and involvement on staff committees.

## QUALIFICATIONS

Columbia Land Trust expects applicants will have skills and experience relevant to the work listed above. However, applicants are not expected to have experience in all tasks to apply for the position. The ideal candidate will value learning, is curious about nature and people, can translate science and community input into an actionable management pathway, has a good foundation in ecology, experience with natural area management and/or restoration, project management experience, problem solving skills, and an ability to work collaboratively with a wide range of partners. Columbia Land Trust is prepared to provide training to ensure qualified candidates have the skills to accomplish the work safely and effectively.

To thrive in this job, the qualified candidate will have the following qualifications:

- Experience in a technical support or program coordination role
- Strong written and verbal communication skills
- Bachelor's Degree or three years of experience in natural science disciplines, forestry, or GIS
- Excellent project management skills and ability to manage complex calendars
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information, solicit feedback from, and respond to questions from managers, stakeholders, funders, and the general public in large groups and one-on-one
- Ability to respond constructively and patiently to partner requests, issues, and concerns
- Proficiency with Microsoft Office software, especially Outlook, Word, Excel, and Powerpoint; and ability to learn new software
- Ability to organize, synthesize, and analyze vegetation or similar data
- Ability to read, analyze, and interpret academic papers, technical reports and media articles
- Ability to relay technical information in an accurate and engaging way for a broad audience
- A genuine enthusiasm for the mission, values, and work of Columbia Land Trust and the East Cascades Oak Partnership
- Interest in or familiarity with tribal sovereignty, history, current events, and relationships in the Pacific Northwest

Preferred skills:

- Familiarity with the ecology of the East Cascades ecoregion
- Basic proficiency with ArcPro, Survey 123, and other ESRI GIS products

## **SALARY & BENEFITS**

Healthy, happy staff are an important element of our success and we strongly believe in and support a work/life balance. Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$51,674 - \$72,344 annually. Based on our internal equity review and candidate's qualifications the estimated starting salary will typically be between \$51,674 - \$62,009 annually. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance premiums for three-quarter to full-time employees; voluntary benefits include a Section 125 -FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401(K) retirement plan.

## **ORGANIZATIONAL COVID-19 VACCINATION INFORMATION**

Columbia Land Trust requires its employees to receive the COVID-19 vaccination and boosters and has practices in place to mitigate exposure. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

## **APPLICATION INSTRUCTIONS**

To be considered for the ECOP Technical Coordinator position, please email or mail a cover letter, resume, and a list of three references to the email or mailing addresses listed below. We will not contact your references without notifying you first.

Please include descriptions of the following in your cover letter:

- Your interest in and relevant experience for this position, and where it fits within your career objectives; and,
- Your commitment to, and experience with, diversity, equity, and inclusion.

Applications for this position will be accepted through November 9th, 2022. Review of applications will begin on November 3, 2022. Applications can be submitted:

- by email to [jobs@columbialandtrust.org](mailto:jobs@columbialandtrust.org). Please include the position title, **ECOP Technical Coordinator**, in the subject of your email.

OR

- by mail to: Lindsay Cornelius, ECOP Manager, Columbia Land Trust; PO BOX 995, White Salmon, WA 98672

*Columbia Land 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.*