

Join the Watershed Center's growing staff team!



Position Overview

Title: Partnership Coordinator for the Klamath Meadows Partnership	Starting Wage Range: \$30.75 to \$34.75 per hour (\$63,960.00 to \$72,280.00 per year)
Classification: Program Associate III Hourly	Benefits: Paid holidays, vacation, health insurance, and retirement (see job description for more)
Schedule: Full time (35 to 40 hours per week), Semi-flexible.	Hiring Timeline: Solicitation closes 11/9/2023. Interviews start 11/27/2023. Selection by 12/12/2023.
Location: Weaverville or Hayfork, California, Remote may be possible for the right candidate	Special Requirements: Ability to travel overnight across the greater Klamath region of Northern California, ~6 trips per year.

About the Position

The Klamath Meadows Partnership (KMP) is seeking a Partnership Coordinator. This position will coordinate a regional coalition of scientists, public agencies, private landowners, tribal entities, indigenous groups, and watershed groups whose aim is to increase the pace and scale of meadow conservation and restoration across the Klamath Mountains and North Coast Ranges of California. The Partnership Coordinator will be employed directly by the Watershed Research and Training Center (WRTC), but will work independently in maintaining relationships with a diversity of KMP partners across a wide landscape, including not-for-profit organizations, Native American Tribes, indigenous groups, state and federal agencies, for-profit organizations, and academia. The Partnership Coordinator will:

- Coordinate development of the KMP organizational governance and its Strategic Plan.
- Facilitate monthly virtual meetings and annual in-person KMP meetings.
- Develop and facilitate workshops that improve the KMP partner's knowledge and develop their skills regarding the restoration of meadows.
- Coordinate with the Technical Advisory Committee in advancing regional meadow classifications and inventory (utilizing spatial data and field validation).
- Develop a Restoration and Conservation Project Priority Matrix.
- Support KMP members in development of restoration and conservation projects.
- Support project-based compliance and permitting for key meadow restoration projects as well as strategic programmatic environmental compliance and permitting in the KMP region.
- Obtain funding for building KMP capacity and support KMP partners in obtaining project-based funding.
- Administrate the KMP program including managing sub-contracts, subawards, reporting, and achieving deliverables and milestones, and assisting WRTC's administrative staff with invoicing.
- Manage KMP social media, public communications, and online resource library.
- Serve as a representative of the KMP to other organizations, agencies, interested parties, and funders.

About the Klamath Meadows Partnership & Watershed Research and Training Center

The [Klamath Meadows Partnership](#) (KMP) began in 2020 as a volunteer undertaking to bring attention and resources to the montane meadows of north-western California. To date, KMP efforts have been steered by representatives from several core organizations including the California Department of Fish and Wildlife, Karuk Tribe, Mid Klamath Watershed Council, Pacific Southwest Research Station (USFS), Salmon River Restoration Council, Scott River Watershed Council, Stillwater Sciences, UC Davis, U.S. Forest Service Region 5, and the Watershed Research and Training Center (WRTC). In addition to the listed organizations, KMP collaborates with over 20 governmental agencies, nonprofit organizations, and scientists engaged in the research, education, and conservation of meadows in the region. The vision of the Klamath Meadows Partnership is for a healthy, resilient complex of meadows in northern California mountain ranges that supports rich biodiversity, human livelihoods, and meaningful collaboration among a vast network of communities, government agencies, tribes, indigenous groups, and scientists for generations to come.

The KMP is being fiscally stewarded by the WRTC. The Partnership Coordinator will be an employee of the WRTC. Their work will be cross-organizational, focusing on the needs of the Partnership.

The [Watershed Research and Training Center](#) (WRTC) sustains healthy lands and healthy communities. What started in the early 1990's as a local project to re-train displaced loggers and mill workers in Trinity County, California is now a vibrant nonprofit organization working locally, regionally (Northern California), statewide and nationally on a host of landscape conservation and community development projects. We advance place-based stewardship efforts at home, and support other local leaders as they organize, innovate and implement their own place-based initiatives.

The WRTC has an annual budget of approximately \$12million. We employ over 125 people at the height of our field season and across seven core program areas: three local programs focused on forest, fire and watershed management and youth programs; three state-wide programs focused on biomass utilization, prescribed fire and capacity building; and one nationwide peer learning and action network that addresses fire adaptation and community resilience issues. Funding for these programs and our core operations comes primarily from state and federal grants and cooperative agreements, along with a mix of private grants, contacts and donations.

About the Candidate:

We are looking for a professional who has experience in collaborative facilitation, strategic planning, and communications. Our ideal candidate should possess a dynamic, flexible, and resilient work style and a working understanding of:

- Meadow ecosystems and the greater Klamath ecoregion of California;
- Geospatial data, analyses, and modeling;
- Meadow restoration techniques, Tribal cultural practices, and land management
- Environmental compliance procedures
- Grant research, writing and management

To Apply:

Email your **cover letter, application, resume and one or more** of the following work samples to cbuxton@thewatershedcenter.com and put “KMP Coordinator Position Application Package” in the subject line:

List of work samples:

- Writing sample such as a technical paper, annual report, grant proposal, or strategic plan,
- Meeting Agenda or logistics plan for a meeting or workshop you developed, and/or
- Other work samples that represent your skills and qualifications for this position.

The **cover letter** should be no more than two (2) pages. Include your experience with the minimum qualifications in addition to skills and competencies outlined in the position description.

The application can be downloaded [here](#) or found at www.thewatershedcenter.com/careers

Applications will be accepted until November 9, 2023 at 11:59pm pacific time. Questions regarding the position will be accepted until November 8, 2023 at 5:00pm pacific time. Interviews are planned to occur November 27 to 30, 2023. Final decision is expected to be made by December 12, 2023.

For questions about this position, email Cindy Buxton at cbuxton@thewatershedcenter.com and type “KMP Coordinator Inquiry” in the subject line. *No phone calls please.*

Equal Opportunity Statement

The Watershed Research and Training Center values an organizational culture in which individuals are seen, valued, and respected in all of their many identities. We expect applicants to hold these values.

We are committed to employment practices that ensure applicants are given equal opportunity without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental ability, neurodivergence, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

If you need an accommodation in order to apply or interview for a position, contact Heather Jones (530) 628-4206, heather@thewatershedcenter.com.



Watershed Research and Training Center

Job Description

Title: Partnership Coordinator for the Klamath Meadows Partnership	Starting Wage Range: \$30.75 to \$34.75 per hour
Classification: Program Associate III	Location: Weaverville, CA

Job Summary

The Partnership Coordinator for the Klamath Meadows Partnership (KMP) will support the increase in the pace and scale of scientifically based meadow restoration by coordinating the KMP, increase information sharing and collaboration between partners, and improve the overall performance and effectiveness of the KMP.

Position Scope, Responsibilities and Core Duties

The Partnership Coordinator will be responsible for coordinating the KMP, increasing information sharing and collaboration between partners, and improving overall performance and effectiveness of the KMP. The Partnership coordinator will be responsible for the following outcomes:

- 1) Develop a governance that will guide coordination between partners of KMP.
 - i) A 5-year Strategic Plan for the KMP including Memorandums of Understanding by partners;
 - ii) Establish a governance board for the KMP (steering committee);
 - iii) Facilitate six (6) group meetings to develop the Strategic Plan and governance documents.
- 2) Facilitate sharing up-to-date science (modeling, meadow function, restoration techniques) to accelerate the scientific and strategic management of watersheds.
 - i) Establish a technical advisory committee;
 - ii) Develop and organize four field workshops to teach and apply restoration and monitoring techniques;
 - iii) Lead outreach including website development, bi-monthly meetings and potentially a blog, listserv, etc.
- 3) Support the Development of implementation plans for identified restoration projects that increase resiliency of meadows to impacts from climate change and anthropogenic uses.
 - i) Create a priority matrix for landscape scale restoration and conservation goals and incorporate priority projects into the KMP strategic plan;
 - ii) Advance five (5) priority projects to implementation planning including restoration design and environmental compliance.
- 4) Administrate the KMP program to increase the organizational capacity of the KMP
 - i) Obtain funding for building KMP capacity and support KMP partners in obtaining project-based funding;

- ii) Manage subcontracts, subawards, reporting, and achieving deliverables and milestones, and assisting WRTC's administrative staff with invoicing.

Minimum Qualifications, Skills, and Competencies:

- Bachelor's Degree and 4 years of professional experience or equivalent combination of education and experience.
- Understanding of wet and dry meadow related science or comparable biology, hydrology, and geology.
- Skilled with facilitation of meetings between a diverse group of partners.
- Experience with relationship building, knowledge sharing, and team development.
- Practiced in development of strategic plans.
- Experience with workshop design, event planning, and logistics.
- Excellent communication skills (written and verbal, both virtually and in-person) with Partners and a diversity of interested parties.
- Ability and willingness to travel overnight multiple times per year within the Klamath Meadow Partnership boundaries including Del Norte, Siskiyou, Humboldt, Trinity, Shasta, Mendocino, and Lake Counties of Northern California.
- Experience maintaining complex projects independently.
- Dependable, detail oriented, and organized with a flexible and adaptable work style.
- Ability to work remotely and independently while maintaining Partnership cohesion.

Desired Qualifications, Skills, and Competencies:

- Master's Degree or higher education preferred.
- Located in, or willingness to relocate to, a community within the Klamath Meadow Partnership area (no relocation expenses provided).
- Knowledge of the Klamath ecoregion and primary ecosystems surrounding meadow systems.
- Knowledge of tribal cultural practices in land management.
- Knowledge of a variety of meadow restoration techniques.
- Knowledge and experience with spatial data application and management.
- Experience with environmental compliance and permitting.

Compensation and Benefits

- This position has a starting wage of \$30.75 to \$34.75. The full wage range for this position is \$30.75 to \$41.75 (\$63,960.00 to \$86,840.00) over 12 steps. A copy of our full compensation guide will be available to applicants prior to the interview.
- Employer-paid medical, dental, and vision health care. The full premium for employee coverage is paid by the WRTC. Dependent coverage is available at the employee's expense.
- 11 paid holidays per year.
- 15 days of paid time off (accrued each pay period based on actual hours worked).
- 403(b) retirement plan with employer contribution.
- Stipends for cell phone \$55/month and remote office \$100 per month (taxable benefit) may be applicable to this position. Remote employees must have a high-speed internet connection and supply an office location conducive to their job duties.

- Computer provided.
- Flexible schedule, to be set in consultation with the employee's direct supervisor.

Other Details

- This is a new position at the WRTC and the Klamath Meadows Partnership. Starting in 2020, the KMP has been led by a small core group of entities that volunteered their time: Karuk Tribe, Mid Klamath Watershed Council, Pacific Southwest Research Station (USFS), Salmon River Restoration Council, Scott River Watershed Council, Stillwater Sciences, California Department of Fish and Wildlife, UC Davis, U.S. Forest Service Region 5, and The Watershed Research and Training Center. Since then, the KMP has grown into a network of over 20 governmental agencies, nonprofit organizations, and scientists engaged in the research, education, and conservation of meadows.
- This position is grant funded for 2.75 years; further funding contingent on acquisition of additional funding sources.
