

Klamath Watershed Partnership

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Employment Opportunity Grants and Projects Administrative Specialist



Location: Klamath Falls, Oregon

Position Title: Grants and Projects Administrative Specialist

Starting Compensation: \$50,000 - \$55,000 based on experience

Reports To: Executive Director

Status: Full-Time

Open: September 1, until filled. Initial review of applications will begin October 5, 2022

The Klamath Watershed Partnership (KWP) is a 501(c)3 organization whose mission is to conserve, enhance, and restore natural resources in the Upper Klamath Basin, while ensuring the long-term sustainability of the local community. The Partnership is involved from start to finish in a wide range of voluntary restoration projects throughout the Basin, including: wetland restoration, fish passage, riparian restoration, off-stream livestock watering systems, fencing, weed abatement, energy conservation, irrigation efficiency, water quality improvements, and forest resource management.

Position Summary: The Grants and Projects Administrative Specialist will work with KWP staff, individual landowners, partners, agencies, the media, and the public to promote KWP and its programs. This position is designed to assist KWP working with farms, ranches, and other private landowners regarding management, conservation, efficiency, and resiliency in the face of limited resources in the Klamath Basin. The preferred candidate will have strong interpersonal skills, and interest and capability in office management, bookkeeping, report writing, and organization. Understanding of outreach and assistance in coordinating outreach events in the Klamath Basin is an expected part of this role. An understanding of agricultural or natural resource issues and management is desirable. The position includes insurance stipend, PTO, and retirement match for full time employees. A minimum of a Bachelor degree, 5 years related work experience, and/or experience in farm and ranch with understanding of natural resource management are required for this position.

Essential Functions and Responsibilities *include the following. Other duties may be assigned.*

- Staff assistance with a wide-range of office work, including but not limited to: invoicing, grant writing, contracting, project management, mapping, reporting, and monitoring;
 - Develops and designs newsletters, annual reports, fact sheets, signs, PowerPoint presentations, and various other outreach and educational materials for dissemination on a local, regional and state basis;
 - Promotes information, programs, projects, and opportunities for natural resources management in the community through social and other media sources;
 - Prepares and publishes programmatic and financial reports and recommendations as required by granting agencies;
 - Establish and maintain effective communication with landowners, funding entities, restoration partners and technical committees;
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- Plans and/or participates in collaborative meetings, information sharing, and group learning activities with agency partners;
- Establish internal procedures to secure adequate control in terms of deadlines, progress reports, and directives and uses own initiative in developing procedures which will increase the general flow of information and overcome bottlenecks in the administrative process.
- Coordinates with KWP Executive Director and bookkeeper to plan and track program and project accounting, including but not limited to budget development, submission of invoices, requests for reimbursement from grantors, and financial reporting for grants;
- Provides information to and attends meetings of the Board of Directors as requested

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Administration Competencies

Coordinates and prioritizes tasks for timely completion; Communicates changes and progress; Uses time efficiently; Monitors own work to ensure quality; Displays original thinking and creativity; Meets challenges with resourcefulness.

Interpersonal Skills Competencies

Treats others with respect and consideration regardless of their status or position; Inspires the trust of others; Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; Balances team and individual responsibilities; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Communication Competencies

Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information; Communicates changes and progress.

Self-Management Competencies

Sets and achieves challenging goals; Prioritizes and plans work activities; Uses time efficiently; Demonstrates persistence and overcomes obstacles; Exhibits sound, accurate, and timely judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Follows through on commitments; Accepts responsibility for own actions; Demonstrates persistence to overcome obstacles; Demonstrates accuracy, thoroughness, and quality; Follows policies and procedures; Completes administrative tasks correctly and on time; Works ethically and with integrity.

Safety and Security Competencies

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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Attendance/Punctuality/Dependability Competencies

Is consistently at work and on time; Attends evening meetings when necessary; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. S.) from four-year college or university; five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business documents, professional journals, and technical procedures; Ability to write reports and business correspondence; Ability to effectively present information and respond to questions from the media and the general public; Ability to synthesize information and supporting documentation for outreach efforts such as social media posts, posters, newspaper articles, etc.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions; Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software, Word Processing software, Presentation Software, the Internet, and email. GIS experience is preferred.

Certificates, Licenses, Registrations

Current driver's license and a good driving record (mileage reimbursed during personal vehicle use).

Other Skills and Abilities

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Ability to initiate, organize, and implement tasks with little supervision.

Physical Demands *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Work Environment *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee will be provided with a computer and workspace at KWP offices and will be expected to maintain regular office hours during the work week. While performing the duties of this Job, the employee may be asked to travel in varied weather and road conditions in motor vehicles and on foot when necessary. The noise level in the work environment is usually moderate. There is occasional exposure to noxious plants, insects and animals.

Application Procedure:

Submit resume, cover letter, and three professional references to:
(E-mailed materials preferred) info@klamathpartnership.org

-or-

Klamath Watershed Partnership
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