



Position: Stewardship Assistant

Duration: October 15th 2019 - April 29th 2020

Hours: Variable, approx. 10-15 hours/week

Compensation: \$15 - \$18/hr depending upon qualifications

The Organization:

The Columbia Slough Watershed Council (CSWC) is a community based 501(c) (3) non-profit located in northeast Portland. Made up of a diverse group of neighbors, property owners, businesses, environmental groups, recreation advocates, and government agencies, our mission is "To protect and enhance the Columbia Slough and its watershed through community engagement, education, and restoration." For the past 24 years, the Council has offered environmental education activities, workshops, paddling events, and restoration opportunities to the diverse populations of Portland, Gresham, and Fairview. See www.columbiaslough.org for information about CSWC.

CSWC recognizes that human and ecological diversity are fundamental strengths of our community. We are committed to being an inclusive, anti-racist organization that reflects and meets the needs of our community in makeup, priorities, operations, and programs.

Position Summary: The Stewardship Assistant will support many aspects of planning and organizing several projects in our Stewardship Program, primarily Stewardship Saturdays, leading volunteer crews and helping plan restoration efforts.

Essential Duties and Responsibilities

- Assist with running Stewardship Saturdays
 - Includes setup and breakdown of event equipment
 - Loading vehicles with tools and equipment
 - Lead volunteer trainings and answer questions
 - Assisting with day of event logistics and cleanup
 - Take photos of event
- Lead volunteers during field work days including planting, invasive species removal, and trash cleanup
- Data entry and report writing
- Serve people of diverse backgrounds, ages and cultures
- Practice inclusive, anti-oppressive community engagement and program design, particularly in communities of color

Qualifications

- Background in the natural sciences and/or watershed sciences
- Strong communication, teamwork, and leadership skills
- Experience with data collection
- Experience with Microsoft Excel or other spreadsheet program
- Comfort with public speaking and professional communication skills
- Ability to work on uneven terrain, lift 10-30 lbs regularly
- Some knowledge of local fauna and water quality issues
- Self-directed and willing to take initiative
- Dedication and/or lived experience working in inclusive, anti-oppressive community engagement and program design, particularly in communities of color



- Valid Driver's License, clean driving record, and reliable transportation to locations throughout the watershed

Desired Qualifications:

- Strong interest in urban restoration and conservation
- Portland area native and invasive plant identification skills
- Boating experience
- Ability to communicate in Spanish or another non-English language that is spoken in the watershed
- First Aid / CPR certification
- Knowledge of Columbia Slough watershed

Time commitment:

- Approximately 10-15 hours/week with some weeks less. Hours may be minimal during and around holidays. This position is dependent on available funding.
- Must be available to assist at Stewardship Saturday events during weekends.

Supervision:

The assistant will work under the guidance and supervision of the Stewardship Director, with opportunities to work with the Executive Director and Volunteer Coordinator.

Work Environment: 80% field and 20% in office. This position includes moving on uneven terrain, often during inclement weather. The Stewardship Assistant is often responsible for transporting restoration materials (which includes lifting 10-30lb bins) and occasionally carrying canoes and related equipment. Around 80% of this job requires mobility in non-ADA accessible spaces and moving heavy objects. Please contact the Council with specific questions about accessibility and special accommodations.

To Apply: Submit a cover letter, resume, and three references to the Stewardship Director at:

Email: matthew.lee@columbiaslough.org
Mail: Stewardship Director
Columbia Slough Watershed Council
7040 NE 47th Ave
Portland, OR 97218

Cover letter should not exceed one page, front and back, single spaced, 12-pt font. Emails please include "**Stewardship Assistant**" in the subject line.

The position opening will close on **September 20, 2019 at 5pm**. All application materials must be received by the closing time. First review of applications will take place end of September, with interviews scheduled for early October.

Anticipated start date is October 15, 2019.

Columbia Slough Watershed Council is an equal opportunity employer. We will not discriminate and will take measures to prevent discrimination against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, marital status, sexual orientation, gender identity or gender expression.

Questions? Contact us at 503-281-1132 or matthew.lee@columbiaslough.org